

URBAN/MUNICIPAL

CA4 ON HBL U26

A36 JAN 912 -

Agenda / minutes of the
Personnel and Organization
Committee of the Board of Education
for the City of
Hamilton

URBAN/MUNICIPAL
CA4 ON HBL W26
436
1992

AGENDA

PERSONNEL & ORGANIZATION COMMITTEE

1992 01 09

Confirmation of the minutes of the regular meeting of 1991 12 12.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Special Assignment - Program Department
2. Report on Administrative and Support Staff Line
(1987 to 1991)

Pages 1 to 10

NEW BUSINESS:

1. Recommendations of the Director of Education
2. (a) Staffing Report
- (b) Report on Supply Teachers
3. Report on Teacher Hiring

Page 11

Page 12

Pages 13 to 14

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education

Pages 15 to 16

The Board of Education
for the City of Hamilton
100 Main Street West
Hamilton, Ontario
L8N 3L1

January 9, 1992

The Chairman and Members
Personnel and Organization Committee
The Board of Education for the City of Hamilton

Ladies and Gentlemen:

Re: Administrative and Support Staff Line (1987 to 1991)

Attached is an account of the change in the number of positions in the approved complement for the years 1987 to 1991 under the Administrative and Support Staff Line of the Monthly Report to P & O.

Occupational groups represented by this line include senior management, administrative, clerical, secretarial, technical, and professional student services personnel employed in the following areas:

Director's Office
Area Offices
Elementary and Secondary School Offices
Central Departments - Program
- Finance
- Human Resources
- Plant
- Information Management
Services

Prepared by: Human Resources
Submitted by: Bruce Sinclair, Superintendent of Human Resources
Approved by: Keith A. Rielly, Director of Education and Secretary

THE BOARD OF DIRECTORS
OF THE
AMERICAN
ASSOCIATION
OF
UNIVERSITIES
AND COLLEGES
OF THE
NORTH AMERICAN
CONTINENT
MEETING AT
BOSTON, MASS.
JANUARY 1902

THE BOARD OF DIRECTORS
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COMPLEMENT CHANGES IN MONTHLY STAFFING REPORT -
ADMINISTRATIVE AND SUPPORT LINE
1986 to 1991

	1986	1987	1988	1989	1990	1991
Admin & Support Line	419.37	432.24	470.64	492.54	493.54	486.71

DEPARTMENT	1987	1988	1989	1990	1991	TOTAL
Director's Office	2	- 2	0	0	- 2	- 2
* Area Offices	3	16	1	- 1	- 2	17
School Offices	2.3	5.2	1.4	- 1	1.5	9.4
Finance	1	2	3	0	0	6
Human Resources	1	9.5	7	- 1	0	16.5
Information Management Serv	2.27	6.2	2.3	1	- 3.33	8.44
Plant	0	1.5	2	4	- 1	6.5
*Program	1.3	0	5.2	- 1	0	5.5
TOTAL:	12.87	38.4	21.9	1	- 6.83	67.34

* Increases shown for Area Offices and Program Department would be offset by reductions in Line 2 Coordinators and Consultants of 9.33 positions.

1991 12 30
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EMPLOYMENT CHANGES IN NON-FEDERAL STATE AND LOCAL GOVERNMENTS
 1960 to 1991

	1960	1965	1970	1975	1980	1985	1990	1991
State & Local	418.21	431.14	470.24	482.34	492.34	502.34	512.34	522.34
Non-Federal								
Director's Office	0	0	0	0	0	0	0	0
Area Office	1	1	1	1	1	1	1	1
County Office	1	1	1	1	1	1	1	1
Finance	1	1	1	1	1	1	1	1
Human Resources	1	1	1	1	1	1	1	1
Information Management	1	1	1	1	1	1	1	1
Legal	1	1	1	1	1	1	1	1
Program	1	1	1	1	1	1	1	1
Total	5	5	5	5	5	5	5	5

* Includes those for Area Office and Program Department only
 * Excludes those in the Information Management and Legal Department

DIRECTOR'S OFFICE

TOTAL

1987

2 Transitional Management Team - temp. + 2

1988

- 2 Transitional Management Team - temp.
 - 1 Superintendent of Operations
 - 1 Secretary, Superintendent of Operations
 - 1 Admin. Assist., Operations (Re-deployed)
 1 Associate Director (Re-deployed)
 1 Admin. Assistant - Director's Office (Re-deployed)
 1 Secretary, Associate Director - 2

1991

- 1 Admin. Assistant - Director's Office
 - 1 4th Floor Receptionist (Re-deployed) - 2
 - 2

1991 12 30
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AREA OFFICES

TOTAL

1987

3	Social Workers	+ 3
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1988

- 4	Secretarial - Operations (Re-deployed)	
- 6	Assistant Superintendents - Operations (Re-deployed)	
4	Speech Pathologists	
5	Superintendent of Schools (Re-deployed)	
.5	Superintendent, French as a First Language	
.5	Superintendent, French as a First Language (on loan)	
5	Area Supervisors (offset through re-deployment)	
6	Secretaries, Supt. of Schools (Re-deployed)	
5	Receptionist/Clerk Typists - Area Offices	+ 16

1989

1	Speech Pathologist	+ 1
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1990

- 1	Developmental Specialist (Re-deployed)	- 1
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1991

- 1	Superintendent of Schools	
- 1	Area Supervisor	- 2

 + 17*

* Increases shown for Area Offices (and Program Department) would be partially offset by reduction in Line 2 Coordinators and Consultants of 9.33 positions.

1991 12 30

D1

SCHOOL OFFICES

TOTAL

1987

1.8 Elementary Secretarial

1.0 G. P. Vanier Secretarial

- .5 TR Secretarial + 2.3

1988

3.3 Elementary Secretarial

.1 Clerical - Elementary Libraries

1.8 Vocational Secretarial + 5.2

1989

1 Admin. Asst. - Secondary School

2.2 Elementary Secretarial

.2 Clerical - Elementary Libraries

- 2 Vocational - Secretarial + 1.4

1990

1 Elementary Secretary

- 2 Vocational Secretary - 1

1991

2 Elementary Secretarial

- .5 TR Secretarial + 1.5

+ 9.4

1991 12 30

D1

FINANCE DEPARTMENT

	TOTAL
1987	
1 Assessment Clerk	+ 1
1988	
1 Assessment Supervisor	
1 Clerical - Transportation	+ 2
1989	
3 Clerical + 1 Budget	
+ 1 Payroll	
+ 1 Spec. Project/Audit	+ 3
	+ 6

HUMAN RESOURCES DEPARTMENT

TOTAL

1987

1	Pay Equity Co-ord. - temp.	+ 1
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1988

1	Supt. of Human Resources	
1	Asst. Supt. of Staffing re-deployed from Operations	
1	Collective Bargaining Analyst	
1	Employment Officer	
1	Wage & Salary Administrator	
3.5	Clerical + Word Processor	
	+ Secr., Asst.Supt.of Staff. re-deployed from Operations	
	+ Staff Development	
	+ .5 Safety	
1	Staff Development Assistant	+ 9.5

1989

1	Employment Counsellor	
1	Safety Technician	
1	Staff Development Consultant	
4	Clerical + 1 Benefits	
	+ 1 Receptionist to replace 4th Floor Receptionist	
	+ 1 E.I.S. re-deployed from Research	
	+ .5 Employment Equity	+ 7
	+ .5 Supt. of Human Resources	

1990

- 1	Pay Equity Co-ordinator - temp.	- 1
-----	---------------------------------	-----

 +16.5

1991 12 30

D1

INFORMATION MANAGEMENT SERVICES

TOTAL

1987

1	Programmer		
1.27	Clerical	+ 1 Equip. Repair	
		+ .7 Media Services	
		- .43 Data Entry	+ 2.27

1988

1	Superintendent of IMS		
1	Information Assistant		
1	Personnel Computing Co-ordinator		
1	Computer Equipment Co-ordinator		
1	Methods & Communications Analyst		
1	Supervisor of Training Support Services		
.2	Clerical - Media Services		+ 6.2

1989

1	Clerical - Training Support		
.3	Clerical - Media Services		
1	Operations Supervisor		
1	Secretary, Superintendent of IMS		
- 1	Research Clerk - Re-deployed to HRD		+ 2.3

1990

1	Programmer		+ 1
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1991

- 1	Supervisor, Admin. Services		
- 1	Procedures & Forms Co-ordinator		
- 1	Production Scheduler		
- 1.33	Clerical - Media Services		
1	Communications Clerk (Re-deployed)		- 3.33

+ 8.44

1991 12 30
D1

PLANT DEPARTMENT

TOTAL

1988

1	Supervisory Foremen (Area)	
.5	Clerical - Caretaking	+ 1.5

1989

1	Design Engineer	
1	Mech/Elect Draftsperson	+ 2

1990

1	Temporary Clerical - Asbestos Response Team	
3	Temporary Foremen - Asbestos Response Team	+ 4

1991

- 1	Elementary School Foreman	- 1
		+ 6.5

1991 12 30

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PROGRAM DEPARTMENT

	TOTAL
1987	
1.3 Clerical - Curriculum Dept.	+ 1.3
1988	
- 1 Associate Supt. of Curriculum & Spec. Serv.	
- 13.5 Secretarial - Program Curriculum	
1 Asst. Supt. of Program - Curriculum	
1 Asst. Supt. of Program - Spec. & Educ. Serv.	
1 Secretary - Continuing Education	
11.5 Secretarial - Program - Curriculum (Re-deployed)	0
1989	
1 Software Technician	
1 Child Care Program Leader	
.5 Media Technician	
1 Secretary, Asst. Supt. of Spec. & Educ. Services.	
.7 Clerical - .8 Student Records	
- .5 Co-Op	
+ 1 Curriculum	
+ 1 Lunchroom Assistant	
1 Job Coach	+ 5.2
1990	
- 1 Admin. Assist. - Curr., Spec. & Educ. Serv.	- 1
1991	
- 1 Asst. Supt. of Program - Spec. & Educ. Serv.	
1 Admin. Assist. - Continuing Education	0
	+ 5.5*

*Increases shown for Program Dept. (and Area Offices) would be offset by reductions in Line 2 Coordinators and Consultants of 9.33 positions.

1991 12 30

D1

Education Centre
100 Main Street West
Hamilton, Ontario
1992 01 09

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS - Nil

2. PERMANENT STAFF APPOINTMENTS - Nil

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS

(a) That the following staff be appointed to the position stated, effective as shown, with salary according to the salary schedule:

Janice Twelves (Secretary, Superintendent of Human Resources - Grade 8, Administrative Staff), 1992 01 20

(Replacement)

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS - Nil

7. LEAVING EMPLOYMENT - Nil

8. LEAVES

Return from Leave of Absence

(a) That the following staff be returned from Leave of Absence, effective as shown:

Pamela Garbett (Caretaking and Maintenance Staff), 1992 01 10

9. OCCASIONAL STAFF APPOINTMENTS - Nil

10. OTHERS - Nil

Respectfully submitted,

K. A. Rielly
Director of Education
and Secretary

STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

DECEMBER 31st ACTUAL													1991 ACTUALS												1991 BUDGET											
		1985	1986	1987	1988	1989	1990	JAN		FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC																
Admin & Support Staff		403.97	419.37	432.24	470.64	492.54	493.54		492.54	492.54	492.54	487.54	487.54	487.54	486.54	486.54	486.54	487.04	486.71	486.71	486.71															
Co-ordinators/Consultants		75.50	76.00	78.00	76.67	76.67	75.67		75.67	75.67	75.67	75.67	75.67	75.67	75.67	75.67	75.67	66.67	66.67	66.67	66.67															
Teachers - Elementary		1,317.25	1,362.95	1,414.75	1,498.45	1,592.15	1,628.35		1,631.25	1,631.65	1,631.65	1,633.65	1,634.65	1,634.65	1,634.65	1,634.65	1,634.65	1,661.85	1,659.75	1,659.75	1,659.75															
Secondary - Composite		750.83	732.67	741.83	757.50	795.00	841.00		841.00	841.67	841.67	841.67	841.67	841.67	841.67	841.67	841.67	849.34	850.67	850.67	850.67															
- Vocational		168.67	159.83	160.90	160.07	146.00	116.67		116.67	116.00	116.00	116.00	116.00	116.00	116.00	116.00	116.00	107.67	107.67	107.67	107.67															
- Vanier		29.00	31.00	31.50	33.00	34.00	33.50		33.50	33.50	33.50	33.50	33.50	33.50	33.50	33.50	33.50	34.00	34.00	34.00	34.00															
Elementary TR		39.00	34.00	29.00	26.00	24.00	20.00		16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00															
Secondary TR		4.00	6.00	7.00	8.00	7.00	9.67		13.67	13.67	13.67	13.67	13.67	13.67	13.67	13.67	13.67	14.67	14.67	14.67	14.67															
Lunchroom - Elementary		68.60	78.40	92.80	102.90	115.10	112.30		113.57	113.57	113.57	113.57	113.57	113.57	113.57	113.57	113.57	116.36	118.07	118.50	118.50															
- Secondary		7.00	7.30	7.30	7.00	7.00	7.00		7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00															
- Vocational		3.30	3.10	3.10	3.10	2.60	2.14		2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.00	2.00	2.00	2.00															
Bus Supervisors		6.40	12.10	13.90	14.40	16.50	17.68		17.68	17.68	17.68	17.68	17.68	17.68	17.68	17.68	17.68	16.71	16.71	16.71	16.71															
Educational Assistants		123.50	139.00	155.00	173.00	217.50	221.50		221.50	221.50	221.50	221.50	221.50	221.50	221.50	221.50	221.50	221.50	223.43	223.43	223.43															
Lunchroom Assistants		1.97	5.14	5.71	6.00	6.43	6.56		6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56															
Ctks/Maint/Whs/Asbestos		209.00	210.00	210.00	217.00	218.00	220.00		217.00	217.00	217.00	217.00	217.00	217.00	218.00	218.00	218.00	217.00	219.00	219.00	219.00															
Cleaners/Cooks		325.00	330.00	333.00	340.00	347.00	351.00		351.00	352.00	353.00	353.00	353.00	353.00	364.00	364.00	364.00	364.00	360.00	360.00	360.00															
Staff On Loan - Teachers		30.42	29.55	34.25	34.92	33.92	41.25		42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	41.75	41.75	41.75	41.75															
- Consultants					0.33	0.33	0.33		0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33															
- Clerical							0.50		0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50																			
Full Time Equiv. Positions		3,563.41	3,636.41	3,750.28	3,928.98	4,131.74	4,198.66		4,200.33	4,201.73	4,202.73	4,199.73	4,200.73	4,200.73	4,200.73	4,211.73	4,211.73	4,230.45	4,227.06	4,231.42	4,231.42															
Number Of Employees							4,805		4,812	4,814	4,815	4,813	4,814	4,814	4,814	4,825	4,825	4,852	4,855	4,861	4,861															
Lunchroom Enrolment		9,000 est	12,000 est	13,000 est	14,000 est	15,000 est	15,571		15,628	15,700	15,700	15,700	15,700	15,700	15,700			16,390	16,564	16,618	16,618															
Enrolment - Elementary		* 24,543	* 24,682	* 24,741	* 25,007	* 25,474	* 25,811		25,813	25,639	25,677	25,604	25,560	25,537				* 26,121	26,091	26,140	26,194															
- Sec Composite		* 12,431	* 11,928	* 12,171	* 12,213	* 12,354	* 12,707		11,758	12,083	11,871	11,637	11,457	11,378				* 13,028	12,697	12,428	12,298															
- Sec Vocational		* 1,942	* 1,794	* 1,698	* 1,598	* 1,453	* 1,189		999	1,099	1,050	1,003	959	957				* 1,118	1,047	995	945															
- Sec Vanier		* 375	* 400	* 400	* 407	* 400	* 399		397	393	387	382	379	372				* 401	390	387	382															
- T. R.		* 286	* 262	* 243	* 210	* 193	* 178		178	174	172	175	173	173				* 154	159	160	156															
- TOTAL		* 39,577	* 39,066	* 39,253	* 39,435	* 39,874	* 40,284		39,145	39,388	39,157	38,801	38,528	38,417				* 40,822	40,384	40,110	39,975															

* September 30th Enrolments

** September 30th Enrolment Estimates

Prepared by Human Resources

January,

1992

REPORT OF SUPPLY TEACHER DEDUCTIONS - TOTAL TO NOV 30, 1991

SECONDARY & ELEMENTARY

	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	Not Indicated	Total Days	\$ Expense	Long Term Occasional	Total Expense	1991 % Spent	1990 % Spent
JANUARY									2,093.0	214,521				
FEBRUARY									2,925.5	299,856				
MARCH	773.5	37.0	38.5	102.5	35.0	14.5	75.0	153.0	1,229.0	124,447				
APRIL	1,352.0	84.0	82.5	206.5	121.5	22.5	77.5	181.0	2,127.5	215,336				
MAY	1,511.0	318.0	114.5	312.5	71.5	46.5	184.5	227.0	2,785.5	282,869				
JUNE	795.0	145.5	23.5	151.5	41.5	16.0	90.5	163.5	1,427.0	147,039				
JULY														
AUGUST														
SEPTEMBER	632.5	53.0	29.5	60.5	42.5	17.5	166.0	102.5	1,104.0	124,391				
OCTOBER	1,411.0	163.5	189.5	137.5	71.0	18.0	96.5	297.0	2,384.0	250,402				
NOVEMBER	1,869.5	83.0	83.0	137.0	71.0	12.5	87.5	148.5	2,492.0	263,419				
DECEMBER														
TOTALS	8,344.5	884.0	561.0	1,108.0	454.0	147.5	777.5	1,272.5	13,549.0	1,922,280	1,246,953	3,169,233	77.5	90.4
% Of Total	61.6	6.5	4.1	8.2	3.4	1.1	5.7	9.4	* Percentages calculated from March to November					

1990 Budget \$3,380,000

1991 Budget \$4,088,000

REPORT OF SUPPLY TEACHER USAGE - TOTAL TO NOV 30, 1991

SECONDARY													
	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	Not Indicated	Total Days	\$ Expense	Long Term Occasional	Total Expense	Teaching Days
JANUARY									334.5	34,293			17
FEBRUARY									564.5	57,854			20
MARCH	189.0	28.0	23.0	30.5	.0	2.0	57.5	57.5	387.5	39,237			14
APRIL	282.0	56.0	27.0	48.5	1.0	3.0	29.5	63.0	510.0	51,613			20
MAY	331.5	192.0	45.5	87.5	3.0	9.0	79.5	87.5	835.5	84,847			22
JUNE	86.5	23.5	4.5	32.5	.5	3.0	38.0	64.5	253.0	26,070			15
JULY													
AUGUST													
SEPTEMBER	145.5	22.0	8.0	9.0	1.0	2.0	58.5	50.0	296.0	29,992			20
OCTOBER	285.0	56.5	57.0	23.0		6.0	23.5	127.0	578.0	58,864			21
NOVEMBER	291.0	43.0	39.0	37.0	.0	1.0	16.5	65.5	493.0	50,113			21
DECEMBER													15
TOTALS	1,610.5	421.0	204.0	268.0	5.5	26.0	303.0	515.0	3,353.0	432,883	356,347	789,230	
% Of Total	48.0	12.6	6.1	8.0	0.2	0.8	9.0	15.4	* Percentages calculated from March to November				

ELEMENTARY													
	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	Not Indicated	Total Days	\$ Expense	Long Term Occasional	Total Expense	Teaching Days
JANUARY									1,758.5	180,228			19
FEBRUARY									2,361.0	242,002			19
MARCH	584.5	9.0	15.5	72.0	35.0	12.5	17.5	95.5	841.5	85,210			13
APRIL	1,070.0	28.0	55.5	158.0	120.5	19.5	48.0	118.0	1,617.5	163,723			21
MAY	1,179.5	126.0	69.0	225.0	68.5	37.5	105.0	139.5	1,950.0	198,022			21
JUNE	708.5	122.0	19.0	119.0	41.0	13.0	52.5	99.0	1,174.0	120,969			18
JULY													
AUGUST													
SEPTEMBER	487.0	31.0	21.5	51.5	41.5	15.5	107.5	52.5	808.0	94,399			18
OCTOBER	1,126.0	107.0	132.5	114.5	71.0	12.0	73.0	170.0	1,806.0	191,538			22
NOVEMBER	1,578.5	40.0	44.0	100.0	71.0	11.5	71.0	83.0	1,999.0	213,306			20
DECEMBER													14
TOTALS	6,734.0	463.0	357.0	840.0	448.5	121.5	474.5	757.5	10,196.0	1,489,397	890,606	2,380,003	
% Of Total ¹	66.0	4.5	3.5	8.2	4.4	1.2		7.4	* Percentages calculated from March to November				

Education Centre
100 Main Street West
Hamilton, Ontario
1992 01 09

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following Educational Assistants be appointed to the Probationary Educational and Lunchroom Assistant Staff, effective 1991 12 01:

Debbie Cannon
Gary Dell
Carolle Shirley

(Replacements)

2. PERMANENT STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Permanent Staff, effective 1992 02 01, with salary according to the salary schedule:

David Andrus (S)
Gregg Bullock-Price (E)
Joseph Citino (E)
Joni Clark (S)
Paul Daignault (S)
Suzanne Dube (S)
James Hand (S)
Ivan Kocmarek (S)
Thomas Leavitt (S)
Lisa May (S)
Reece Morgan (S)
Keitha Seneco (S)
Jennifer Thomas (S)

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS - Nil

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) That the resignations of the following Principals, for the purpose of retirement, effective 1992 06 30, be accepted with regret and that the Board's gratuity be paid:

Andrew Cranbury (E)
James Reid (E)

(b) That the resignation of the following staff for the purpose of retirement from the position stated, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Joan O'Donnell (Senior Secretary, Secondary School Clerical and Secretarial Staff), 1991 12 31

8. LEAVES

Leave of Absence

(a) That the requests of the following teachers for Leaves of Absence, effective as shown, be granted:

Janice Boose (E), 1992 02 24 to 1992 06 19
Kim Hutt-Taylor (S), 1992 02 10 to 1992 06 05
Heidemarie Rinas (S), 1992 03 02 to 1992 08 31

Leave Extension

(a) That the request of the following teacher for an extension of a Leave of Absence, effective as shown, be granted:

Michael Wilmot (E), 1992 09 01 to 1992 12 31

Return from Leave of Absence

(a) That the following teachers be returned from their Leaves of Absence and assigned teaching duties, effective as shown:

Angela Leone-Camilleri (E), 1992 02 03
Nancy Holmes (S), 1992 02 03 (2/3)
Elizabeth McQueen (S), 1992 02 03
George Omorean (S), 1992 02 03
Kristina Stasiulis (S), 1992 02 03
Margaret Walton (S), 1992 02 03

(b) That the following staff be returned from Leave of Absence, effective as shown:

Debi Owen (Educational and Lunchroom Assistant Staff), 1992 01 06

9. OCCASIONAL STAFF APPOINTMENTS

(a) (i) That the following teachers be appointed to the Occasional Staff, effective as shown, with salary according to the salary schedule:

Lia Cove (S), 1991 11 27 to 1991 12 19 (2/3)
Joan Harrower (E), 1991 11 06 to further notice (.5)
Doreen Leaney (E), 1992 01 06 to 1992 06 26
Elaine Lintner (E), 1991 12 02 to 1991 12 20
Panchal Mansaram (S), 1991 11 28 to 1991 12 20
Brenda McLaren (E), 1991 11 11 to further notice
Donna Moore (E), 1991 11 18 to 1992 01 24
Jacqueline Paul (E), 1992 01 06 to further notice
Linda Potocic (S), 1991 09 05 to 1991 10 18
Alice Reid (E), 1991 11 21 to 1991 12 17 (.5)
Brent Runnett (E), 1992 01 06 to 1992 06 25
Pamela Stanton (E), 1991 09 23 to 1991 10 18
Victoria Shymlosky (S), 1991 11 20 to 1991 12 13

10. OTHERS

(a) That Dennis Jutzi be transferred from the Elementary Panel to the Secondary Panel, effective 1992 01 01, with salary according to the salary schedule.

Respectfully submitted,

K. A. Rielly
Director of Education
and Secretary

A G E N D APERSONNEL & ORGANIZATION COMMITTEE1992 02 13

Confirmation of the minutes of the regular meeting of 1992 01 09 and special meeting of 1992 01 28.

GENERALBUSINESS ARISING OUT OF THE MINUTES:

1. Report re Employee Travel Allowances Page 1
2. Report re Co-ordinators and Consultants Line Pages 2 to 6
(1987 to 1991)
Report re Administrative and Support Staff Line Page 7
(1987 to 1991) [see Pages 2 to 10 in January Agenda]
3. Report on Teacher Hiring - Staffing Report 1992 Pages 8 to 12
(Referred back by Board)

NEW BUSINESS:

1. Recommendations of the Director of Education Page 13;
and Page 13A
2. (a) Staffing Report Page 14
(b) Report on Supply Teachers Pages 15 to 16

ELEMENTARY/SECONDARYNEW BUSINESS:

1. Recommendations of the Director of Education Pages 17 to 18;
and Page 19



Education Centre,
100 Main Street West,
Hamilton, Ontario.
1992 02 13

To the Chairman and Members,
Personnel and Organization Committee,
Hamilton Board of Education.

Ladies and Gentlemen:

Re: Employee Travel Allowances

In light of the need for cost restraint, Senior Officials recommend that travel allowances paid to present employees be frozen at 1991 levels. Under this proposal, travel allowances will be estimated to cost \$325,000 in 1992. This cost would be in line with the budgets set by the Budget Review Committee.

We are proposing that the present travel allowance be continued without change -- fixed annual allowances for employees required to drive on a regular basis on authorized Board business, and 26.7 cents per km. (43 cents/mile) for those required to drive occasionally.

Prior to September, a further report will be made to the Personnel and Organization Committee updating the schedule of annual travel allowances by position. Any adjustments to the schedule would be accomplished within the 1992 Budget.

Recommendation:

That the present employee travel allowance policy be continued without change for the calendar year 1992 at an estimated annual cost of \$325,000.
--

Prepared and Submitted by: Bruce Sinclair, Superintendent of Human Resources

Approved by: Keith A. Rielly, Director of Education and Secretary

The Board of Education
for the City of Hamilton,
100 Main Street West,
Hamilton, Ontario
L8N 3L1

February 13, 1992

The Chairman and Members,
Personnel and Organization Committee,
The Board of Education for the City of Hamilton

Ladies and Gentlemen:

Re: Co-ordinators and Consultants Line (1987 to 1991)

Attached is an account of the change in the number of positions in the approved complement for the years 1987 to 1991 under the Co-ordinators and Consultants Line of the Monthly Staffing Report to P & O.

In addition, we have included clarification on the information provided last month at P & O on the Administrative and Support Line of the Monthly Staffing Report.

Prepared by: Human Resources
Submitted by: Bruce Sinclair
Approved by: Keith A. Rielly

the Board of Directors
for the City of Chicago
100 North Dearborn Street
Chicago, Illinois
June 1, 1961

Dear Mr. Mayor:

The Commission on the Status
of Women and the Commission
on the Status of Minorities
are pleased to inform you that

the Commission on the Status

of Women and the Commission

on the Status of Minorities
are pleased to inform you that
the Commission on the Status
of Women and the Commission
on the Status of Minorities

are pleased to inform you that
the Commission on the Status
of Women and the Commission
on the Status of Minorities

Respectfully,
Submitted by: [Signature]
Approved by: [Signature]

COMPLEMENT CHANGES IN MONTHLY STAFFING REPORT

CO-ORDINATORS & CONSULTANTS LINE

1987 TO 1991

	<u>1987</u>	<u>1988</u>	<u>1989</u>	<u>1990</u>	<u>1991</u>	<u>Total</u>
Co-ordinators	-	+2	-	-	-1	+1.0
Consultants	+2	-3.333	-	-1	-8	-10.333
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	+2	-1.333	-	-1	-9	-9.333

THE UNIVERSITY OF MICHIGAN LIBRARY

1000-1001 2001 2002 2003 2004 2005

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1000	1001	1002	1003	1004	1005	1006
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CO-ORDINATORS & CONSULTANTS

1987 - 1991

CO-ORDINATORS	(Base)					
	1986	1987	1988	1989	1989	1990
Adjustment	1	1	1	1	1	1
Special Education	1	1	1	1	1	1
Primary/Junior	1	1	1	1	1	1
Business Studies	1	1	1	1	1	1
Computers In Educ.			1	1	1	1
Dance/Drama					1	1
English	1	1	1	1	1	1
Family Studies	1	1	1	1	1	1
Geography	1	1	1	1	1	1
Guidance	1	1	1	1	1	1
History	1	1	1	1	1	1
Language	1	1	1	1	1	1
Mathematics	1	1	1	1	1	1
Media Services	1	1	1	1		
Music	1	1	1	1	1	1
Phys. & Health Educ.	1	1	1	1	1	1
Science	1	1	1	1	1	1
Tech. Studies	1	1	1	1	1	1
Visual Arts	1	1	1	1	1	1
Adult & Cont. Ed.						
- Principal			1	1	1	1
- Co-ordinator	1	1	1	1	1	
Total	18	18	20	20	20	19

	(Base)					
CONSULTANTS	1986	1987	1988	1989	1990	1991
Business	1	1				
Computers in Educ.	3.5	2.5	2	2	2	2
Co-op Educ. -						
Consultant	1	1	1	1	1	1
Tch. Co-ord.	2	1				
Spec. Assign.			.5		1	
Drama/Dance -						
Spec. Assign.			1	1		
English	2.5	2.5				
Values Educ.	1	1	1	1		
Race Relations					.8	1
Family Violence					.2	
Guidance	1	1				
Language	1.5	1.5	2	2	2	1
Mathematics	2	2				
Media Services -						
Part. in Action					1	1
Consultant	.5	.5	.5	.5	1	1
Spec. Assign.				.5		
Music	1	.5				
Outdoor/Environ. Ed. -						
Resource Tch.	1	1	1	1	1	1
Christie Res.	2	2				
Spec. Assign.			1	1		
Consultant					1	1
Phys. & Health	1.5	1.5				
Science	.5	1				
Visual Arts	1	1				
Adult & Cont. Ed.						
- Administrator	1	1	1	1	1	1

CONSULTANTS CONT'D	(Base)					
	1986	1987	1988	1989	1990	1991
Adjustment -						
Staff Assist.	2	2				
Consultant			1	1		
Counsellors	10	10				
Area Offices			10	10	10	10
Psychological	7	7.5				
Area Offices			9	9	9	9
Curr. & Spec. Serv.						
- Spec. Assign		1	1			
Spec. Ed. Cons.	5.5	6.5	2	2	1	1
Area Offices			5	5	5	5
Jr. Division -						
Staff Assist.	1	1				
Consultants	2	2				
Area Offices			5	5	5	5
Primary Cons.	5	5				
Area Offices			5	5	5	5
Writing to Read -						
Consultant	.5	.5	.5	.5	1	
Spec. Assign.			.5	.5		
Jr/Sr Kdgn/E. Id.	1	1	1	1	1	1
Middle School -						
Spec. Assign		1	1	1	1	1
G.P. Vanier -						
Consultant		.5	.67	.67	.67	.67
Area Offices -						
Spec. Assign. Tchrs.			4	5	5	
Total Consultants	58	60	56.67	56.67	55.67	47.67
Total Co-ordinators	18	18	20	20	20	19
GRAND TOTAL	76	78	76.67	76.67	75.67	66.67

COMPLEMENT CHANGES IN MONTHLY STAFFING REPORT**ADMINISTRATIVE & SUPPORT LINE****1987 TO 1991**

	<u>1987</u>	<u>1988</u>	<u>1989</u>	<u>1990</u>	<u>1991</u>	<u>Total</u>
Senior Officials	-	4	-	-	-2	2
Superv/Admin.	3	10	6	1	-5	15
Clerical	5.87	16.4	10.4	-	.17	32.84
Technical	1	4	4.5	1	-	10.5
Social Workers	3	-	-	-	-	3
Speech/Lang.Pathol.	-	4	1	-	-	5
Dev.Specialists	-	-	-	-1	-	-1
	12.87	38.4	21.9	1	-6.83	67.34

ELEMENTARY

1986-87	1600	185 teachers
1987-88	1600	175 teachers
1988-89	1600	165 teachers
1989-90	1600	155 teachers

The numbers have steadily decreased over the past four years because of...

- ...lack of vacancy indicators
- ...number of teachers returning from leave
- ...not retiring when 40 factor reached

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

RESEARCH REPORT

DATE	1951	1952	1953	1954	1955	1956
1	1	1	1	1	1	1
2	2	2	2	2	2	2
3	3	3	3	3	3	3
4	4	4	4	4	4	4
5	5	5	5	5	5	5
6	6	6	6	6	6	6
7	7	7	7	7	7	7
8	8	8	8	8	8	8
9	9	9	9	9	9	9
10	10	10	10	10	10	10
11	11	11	11	11	11	11
12	12	12	12	12	12	12
13	13	13	13	13	13	13
14	14	14	14	14	14	14
15	15	15	15	15	15	15
16	16	16	16	16	16	16
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21	21	21	21	21	21	21
22	22	22	22	22	22	22
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24	24	24	24	24	24	24
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26	26	26	26	26	26	26
27	27	27	27	27	27	27
28	28	28	28	28	28	28
29	29	29	29	29	29	29
30	30	30	30	30	30	30
31	31	31	31	31	31	31
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34	34	34	34	34	34	34
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36	36	36	36	36	36	36
37	37	37	37	37	37	37
38	38	38	38	38	38	38
39	39	39	39	39	39	39
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42	42	42	42	42	42	42
43	43	43	43	43	43	43
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45	45	45	45	45	45	45
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47	47	47	47	47	47	47
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49	49	49	49	49	49	49
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52	52	52	52	52	52	52
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54	54	54	54	54	54	54
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61	61	61	61	61	61	61
62	62	62	62	62	62	62
63	63	63	63	63	63	63
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65	65	65	65	65	65	65
66	66	66	66	66	66	66
67	67	67	67	67	67	67
68	68	68	68	68	68	68
69	69	69	69	69	69	69
70	70	70	70	70	70	70
71	71	71	71	71	71	71
72	72	72	72	72	72	72
73	73	73	73	73	73	73
74	74	74	74	74	74	74
75	75	75	75	75	75	75
76	76	76	76	76	76	76
77	77	77	77	77	77	77
78	78	78	78	78	78	78
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84	84	84	84	84	84	84
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88	88	88	88	88	88	88
89	89	89	89	89	89	89
90	90	90	90	90	90	90
91	91	91	91	91	91	91
92	92	92	92	92	92	92
93	93	93	93	93	93	93
94	94	94	94	94	94	94
95	95	95	95	95	95	95
96	96	96	96	96	96	96
97	97	97	97	97	97	97
98	98	98	98	98	98	98
99	99	99	99	99	99	99
100	100	100	100	100	100	100

The Board of Education for the City of Hamilton
Le Conseil de l'éducation de la ville de Hamilton

100 Main Street West
Hamilton, Ontario
Telephone (416) 527-5092
Fax (416) 521-2536

100 ouest, rue Main
Hamilton (Ontario)
Téléphone (416) 527-5092
Fac-similé (416) 521-2536

Human Resources Department

Service des ressources humaines

Education Centre
100 Main Street West
Hamilton, Ontario
L8N 3L1

January 15, 1992

To The Chairman and Members
Personnel and Operations Committee
Hamilton Board of Education

Ladies and Gentlemen:

Re: Staffing Report 1992

The Human Resources Department and the Superintendents of Schools are sensitive to Economic factors, the budget and the local rate payer as it effects hiring practices in 1992.

A few statistics from the past few years:

ELEMENTARY

1988 - 89	hired	188 teachers
1989 - 90	hired	176 teachers
1990 - 91	hired	86 teachers
1991 - 92	hired	58 teachers

The numbers have steadily declined over the past four years because of...

- ... lack of Ministry initiatives
- ... number of teachers returning from leave
- ... not retiring when 90 factor reached

Mailing Address
P.O. Box 2558
Hamilton, Ontario
L8N 3L1

Adresse postale
C.P. 2558
Hamilton (Ontario)
L8N 3L1

This year there are 50 Elementary teachers and principals who are able to retire with the 90 factor.

To date 25 Letters of Intent have been received.

Some specific areas of need for next year as identified by Superintendents and Program

FRENCH IMMERSION (3.5)

Sanford Avenue	Grade 6	.5	
Dalewood	Grade 8	1	
Norwood Park	Grade 7	1	
Glen Brae	Grade 8	1	Total 3.5

CORE FRENCH

1 - Highview	1	
1 - to replace retirement	1	Total 2

PHYSICAL EDUCATION

2/3 teachers to cover teachers requesting transfers to other disciplines		Total 3
--	--	---------

SPECIAL EDUCATION

3 to cover retirements in SLD areas		
3 teachers requesting transfers to regular classrooms		Total 6

MUSIC

2 retirements		
2 transfers for career reasons		
1 - Highview		<u>Total 5</u>
	Total:	19.5

We would like to interview for specialized areas early ... teachers from our Occasional List as well as Faculty graduates ... **(JANUARY 25, 1992).**

For Elementary - primary, junior and intermediate classroom teachers, we would like to interview to screen both Faculty and Occasional Teachers to develop a priority file from which we could draw if we have a need in late spring. Proposed dates are **FEBRUARY 8** and **FEBRUARY 22, 1992**.

To date we have received 1400 applications.

Secondary

1989 - 90	hired	76
1990 - 91	hired	41
1991 - 92	hired	30 of those 11 rehired in Technical areas

There are 20 Secondary staff members who have acquired the 90 factor. 13 Letters of Intent have been received.

We receive and acknowledge resumes for Secondary teachers and when we have a vacancy we hire for that specific position.

RECOMMENDATION

That this report be received for information

Prepared by: Barbara Howard
Coordinator of Teacher Staffing

Submitted by: Bruce Sinclair
Superintendent of Human Resources

Approved by: Keith Rielly
Director of Education and Secretary

DATE:	February 8, 1992
TO:	Interview Teams
FROM:	Barbara Howard

Good Morning!

A few reminders:

Today you are interviewing applicants from the Occasional Staff along with teachers from the Faculties. Each team will interview 8 candidates.

You may inform candidates that we **will not** be hiring teachers at this time. To date we have received 1700 applications. We are interviewing today to screen applicants. Some hiring may be carried out late in the school year when our specific needs are known and when we have **BOARD APPROVAL**.

EARLY NEXT WEEK YOU WILL CONTACT THE APPLICANTS AND LET THEM KNOW:

(a) your interview was successful

(if successful, their name will be placed in a priority file)

(b) your interview was not successful

(if not successful, you may apply for consideration for employment on the occasional staff)

In each case feedback is available on request

Coffee and Juice is available throughout the day and a light lunch will be provided from 12:00 to 1:00.

The Trustee's Lounge is not available for teacher applicants because of confidential material stored in this area. Candidates will wait in the auditorium.

Helena and I will be available all day to assist in any way ... please do not hesitate to ask for help.

Thank you for interviewing ... it is essential that we screen for quality personnel.

Have an enjoyable day!

Barbara

Education Centre
100 Main Street West
Hamilton, Ontario
1992 02 13

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS - Nil

2. PERMANENT STAFF APPOINTMENTS - Nil

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS - Nil

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) That the resignation of Robert Harkness, Business Education Co-ordinator, for the purpose of retirement, effective 1992 06 30, be accepted with regret and that the Board's gratuity be paid.

(b) That the resignations of the following staff, for the purpose of retirement, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Evelyn Arnold (Cleaning Staff), 1992 06 30

Bonnie Biro (Cleaning Staff), 1992 06 30

7. LEAVING EMPLOYMENT - Nil

8. LEAVES

Leave of Absence

(a) That the request of the following staff for Leave of Absence, effective as shown, be granted:

Melanie White (Caretaking and Maintenance Staff), 1992 01 27 to 1992 07 31

Leave of Absence - Date Change

(a) That the effective dates of the Leaves of Absence granted to the following staff at a previous meeting be changed as shown:

Valerie Elliott (Clerical and Technical Staff), 1992 02 03 to 1992 08 10

Kelly Preocanin (Clerical and Technical Staff), 1991 12 27 to 1992 07 02

Return from Leave of Absence

(a) That the following staff be returned from Leave of Absence, effective as shown:

Karen Accardo (Clerical and Technical Staff), 1992 01 13

9. OCCASIONAL STAFF APPOINTMENTS - Nil

Respectfully submitted,

K. A. Rielly
Director of Education
and Secretary

Page 11
Washington, D.C.
February 12, 1952

To The Chairman and Members
of the National Science Foundation
Washington, D.C.

Dear Sirs:

I have the honor to present the following recommendations for your consideration:

1. RECOMMENDATION FOR THE FUNDING OF THE

RESEARCH OF DR. J. H. VAN VLIET

RESEARCH - 1952

2. RECOMMENDATION FOR THE FUNDING OF THE

RESEARCH OF DR. J. H. VAN VLIET

RESEARCH - 1953

1. That the funding of the research of Dr. J. H. Van Vliet, for the purpose of the research of the National Science Foundation, be continued for the year 1952, at the rate of \$10,000 per year, and that the same be continued for the year 1953, at the rate of \$10,000 per year.

2. That the funding of the research of Dr. J. H. Van Vliet, for the purpose of the research of the National Science Foundation, be continued for the year 1953, at the rate of \$10,000 per year, and that the same be continued for the year 1954, at the rate of \$10,000 per year.

Very truly yours,
J. H. Van Vliet

3. RECOMMENDATION FOR THE FUNDING OF THE

RESEARCH OF DR. J. H. VAN VLIET

RESEARCH - 1954

1. That the funding of the research of Dr. J. H. Van Vliet, for the purpose of the research of the National Science Foundation, be continued for the year 1954, at the rate of \$10,000 per year, and that the same be continued for the year 1955, at the rate of \$10,000 per year.

2. That the funding of the research of Dr. J. H. Van Vliet, for the purpose of the research of the National Science Foundation, be continued for the year 1955, at the rate of \$10,000 per year, and that the same be continued for the year 1956, at the rate of \$10,000 per year.

4. RECOMMENDATION FOR THE FUNDING OF THE

1. That the funding of the research of Dr. J. H. Van Vliet, for the purpose of the research of the National Science Foundation, be continued for the year 1956, at the rate of \$10,000 per year, and that the same be continued for the year 1957, at the rate of \$10,000 per year.

2. That the funding of the research of Dr. J. H. Van Vliet, for the purpose of the research of the National Science Foundation, be continued for the year 1957, at the rate of \$10,000 per year, and that the same be continued for the year 1958, at the rate of \$10,000 per year.

5. RECOMMENDATION FOR THE FUNDING OF THE

1. That the funding of the research of Dr. J. H. Van Vliet, for the purpose of the research of the National Science Foundation, be continued for the year 1958, at the rate of \$10,000 per year, and that the same be continued for the year 1959, at the rate of \$10,000 per year.

2. That the funding of the research of Dr. J. H. Van Vliet, for the purpose of the research of the National Science Foundation, be continued for the year 1959, at the rate of \$10,000 per year, and that the same be continued for the year 1960, at the rate of \$10,000 per year.

6. RECOMMENDATION FOR THE FUNDING OF THE

Respectfully submitted,

E. A. Kelly
Director of Research
and Development

ADDED RECOMMENDATIONS

GENERAL

8. LEAVES

Leave of Absence

- (a) Karen Accardo (Clerical and Technical Staff), 1992 02 10 to 1992 08 28
- Gail Christmas (Clerical and Technical Staff), 1992 04 27 to 1992 09 25

Return from Leave of Absence

- (a) Linda Anderson (Clerical and Technical Staff), 1992 02 17
- Valerie Jess (Clerical and Technical Staff), 1992 02 03

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON

STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

	DECEMBER 31st ACTUAL										1991 ACTUALS				1992 ACTUALS				1991 BUDGET			
	1985	1986	1987	1988	1989	1990	1991	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG			
Admin & Support Staff	403.97	419.37	432.24	470.64	492.54	493.54	487.04	486.71	486.71	486.71	486.71	485.71								486.04		
Co-ordinators/Consultants	75.50	76.00	78.00	76.67	76.67	75.67	66.67	66.67	66.67	66.67	66.67	66.67								66.67		
Teachers - Elementary	1,317.25	1,362.95	1,414.75	1,498.45	1,592.15	1,628.35	1,661.85	1,659.75	1,659.75	1,659.75	1,659.75	1,662.25								1,651.25		
Secondary - Composite	750.83	732.67	741.83	757.50	795.00	841.00	849.34	850.67	850.67	850.67	850.67	850.67								850.50		
- Vocational	168.67	159.83	160.90	160.07	146.00	116.67	107.67	107.67	107.67	107.67	107.67	107.67								116.17		
- Vanier	29.00	31.00	31.50	33.00	34.00	33.50	34.00	34.00	34.00	34.00	34.00	34.00								34.00		
Elementary TR	39.00	34.00	29.00	26.00	24.00	20.00	16.00	16.00	16.00	16.00	16.00	16.00								16.00		
Secondary TR	4.00	6.00	7.00	8.00	7.00	9.67	14.67	14.67	14.67	14.67	14.67	14.67								13.67		
Lunchroom - Elementary	68.60	78.40	92.80	102.90	115.10	112.30	116.36	118.07	118.50	118.50	118.50	118.50								113.57		
- Secondary	7.00	7.30	7.30	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00								7.00		
- Vocational	3.30	3.10	3.10	3.10	2.60	2.14	2.00	2.00	2.00	2.00	2.00	2.00								2.14		
Bus Supervisors	6.40	12.10	13.90	14.40	16.50	17.68	16.71	16.71	16.71	16.71	16.71	16.71								17.68		
Educational Assistants	123.50	139.00	155.00	173.00	217.50	221.50	221.50	221.50	223.43	223.43	223.43	223.43								216.50		
Lunchroom Assistants	1.97	5.14	5.71	6.00	6.43	6.56	6.56	6.56	6.56	6.56	6.56	6.56								6.56		
Ctks/Maint/Whs/Asbestos	209.00	210.00	210.00	217.00	218.00	220.00	217.00	217.00	219.00	219.00	219.00	219.00								218.00		
Cleaners/Cooks	325.00	330.00	333.00	340.00	347.00	351.00	364.00	360.00	360.00	360.00	360.00	360.00								364.00		
Staff On Loan - Teachers	30.42	29.55	34.25	34.92	33.92	41.25	41.75	41.75	41.75	41.75	41.75	42.75								42.75		
- Consultants				0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33								0.33		
- Clerical						0.50														0.50		
Full Time Equiv. Positions	3,563.41	3,636.41	3,750.28	3,928.98	4,131.74	4,198.66	4,230.45	4,227.06	4,231.42	4,231.42	4,231.42	4,233.92								4,223.33		
Number Of Employees						4,805	4,852	4,855	4,861	4,861	4,861	4,864								4,836		
Lunchroom Enrolment	9,000 est	12,000 est	13,000 est	14,000 est	15,000 est	15,571	16,390	16,564	16,618	16,618	16,618	16,618								15,700		
Enrolment - Elementary	* 24,543	* 24,682	* 24,741	* 25,007	* 25,474	* 25,811	* 26,121	26,091	26,140	26,140	26,111	26,182								** 26,002		
- Sec Composite	* 12,431	* 11,928	* 12,171	* 12,213	* 12,354	* 12,707	* 13,028	12,697	12,428	12,428	12,328	12,191								** 12,785		
- Sec Vocational	* 1,942	* 1,794	* 1,698	* 1,598	* 1,453	* 1,189	* 1,118	1,047	995	995	950	950								** 1,161		
- Sec Vanier	* 375	* 400	* 400	* 407	* 400	* 399	* 401	390	387	387	382	379								** 414		
- T. R.	* 286	* 262	* 243	* 210	* 193	* 178	* 154	159	160	160	160	161								** 178		
- TOTAL	* 39,577	* 39,066	* 39,253	* 39,435	* 39,874	* 40,284	* 40,822	40,384	40,110	39,931	39,931	39,863								** 40,540		

* September 30th Enrolments

** September 30th Enrolment Estimates

Prepared by Human Resources

February 1992

SECONDARY													
	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	Not Indicated	Total Days	\$ Expense	Long Term Occasional	Total Expense	Teaching Days
JANUARY									334.5	34,293			17
FEBRUARY									564.5	57,854			20
MARCH	189.0	28.0	23.0	30.5	.0	2.0	57.5	57.5	387.5	39,237			14
APRIL	282.0	56.0	27.0	48.5	1.0	3.0	29.5	63.0	510.0	51,613			20
MAY	331.5	192.0	45.5	87.5	3.0	9.0	79.5	87.5	835.5	84,847			22
JUNE	86.5	23.5	4.5	32.5	.5	3.0	38.0	64.5	253.0	26,070			15
JULY													
AUGUST													
SEPTEMBER	145.5	22.0	8.0	9.0	1.0	2.0	58.5	50.0	296.0	29,992			20
OCTOBER	285.0	56.5	57.0	23.0		6.0	23.5	127.0	578.0	58,864			21
NOVEMBER	291.0	43.0	39.0	37.0	.0	1.0	16.5	65.5	493.0	50,113			21
DECEMBER	346.0	27.0	11.5	26.0	.0	2.0	14.5	45.5	472.5	47,779			15
TOTALS	1,956.5	448.0	215.5	294.0	5.5	28.0	317.5	560.5	4,724.5	480,662	401,337	881,999	
% Of Total	51.1	11.7	5.6	7.7	0.1	0.7	8.3	14.7	* Percentages calculated from March to December				

ELEMENTARY													
	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	Not Indicated	Total Days	\$ Expense	Long Term Occasional	Total Expense	Teaching Days
JANUARY									1,758.5	180,228			19
FEBRUARY									2,361.0	242,002			19
MARCH	584.5	9.0	15.5	72.0	35.0	12.5	17.5	95.5	841.5	85,210			13
APRIL	1,070.0	28.0	55.5	158.0	120.5	19.5	48.0	118.0	1,617.5	163,723			21
MAY	1,179.5	126.0	69.0	225.0	68.5	37.5	105.0	139.5	1,950.0	198,022			21
JUNE	708.5	122.0	19.0	119.0	41.0	13.0	52.5	99.0	1,174.0	120,969			18
JULY													
AUGUST													
SEPTEMBER	487.0	31.0	21.5	51.5	41.5	15.5	107.5	52.5	808.0	94,399			18
OCTOBER	1,126.0	107.0	132.5	114.5	71.0	12.0	73.0	170.0	1,806.0	191,538			22
NOVEMBER	1,578.5	40.0	44.0	100.0	71.0	11.5	71.0	83.0	1,999.0	213,306			20
DECEMBER	1,039.5	5.5	16.5	82.0	36.5	10.5	15.5	84.0	1,290.0	137,223			14
TOTALS	7,773.5	468.5	373.5	922.0	485.0	132.0	490.0	841.5	15,605.5	1,626,620	1,106,191	2,732,811	
% Of Total	67.7	4.1	3.3	8.0	4.2	1.1	4.3	7.3	* Percentages calculated from March to December				

REPORT OF SUPPLY TEACHER USAGE - TOTAL TO DEC 31, 1991

SECONDARY & ELEMENTARY														
	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	Not Indicated	Total Days	\$ Expense	Long Term Occasional	Total Expense	1991 % Spent	1990 % Spent
JANUARY									2,093.0	214,521				
FEBRUARY									2,925.5	299,856				
MARCH	773.5	37.0	38.5	102.5	35.0	14.5	75.0	153.0	1,229.0	124,447				
APRIL	1,352.0	84.0	82.5	206.5	121.5	22.5	77.5	181.0	2,127.5	215,336				
MAY	1,511.0	318.0	114.5	312.5	71.5	46.5	184.5	227.0	2,785.5	282,869				
JUNE	795.0	145.5	23.5	151.5	41.5	16.0	90.5	163.5	1,427.0	147,039				
JULY														
AUGUST														
SEPTEMBER	632.5	53.0	29.5	60.5	42.5	17.5	166.0	102.5	1,104.0	124,391				
OCTOBER	1,411.0	163.5	189.5	137.5	71.0	18.0	96.5	297.0	2,384.0	250,402				
NOVEMBER	1,869.5	83.0	83.0	137.0	71.0	12.5	87.5	148.5	2,492.0	263,419				
DECEMBER	1,385.5	32.5	28.0	108.0	36.5	12.5	30.0	129.5	1,762.5	185,002				
TOTALS	9,730.0	916.5	589.0	1,216.0	490.5	160.0	807.5	1,402.0	20,330.0	2,107,282	1,507,528	3,614,810	88.4	90.4
% Of Total	63.5	6.0	3.8	7.9	3.2	1.0	5.3	9.2	* Percentages calculated from March to December					

1991 Budget \$4,088,000

Education Centre
100 Main Street West
Hamilton, Ontario
1992 02 13

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following teacher be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

Lois Haslett (E), 1992 03 23 (.5)

2. PERMANENT STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Permanent Staff, effective 1992 03 23, with salary according to the salary schedule:

Leslie Forsyth (E)
Paul Hitchcock (S)
Richard Kaszas (E)
Ellen Thompson (E)

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS - Nil

5. TIMETABLE CHANGES

(a) That the following timetable be changed, effective 1992 02 03, with salary according to the salary schedule:

Adele Schiedel, 4/6 to 2/6 /(2/3 Sem. 1 only)

6. RETIREMENTS

(a) That the resignations of the following teachers, for the purpose of retirement, effective 1992 06 30, be accepted with regret and that the Board's gratuity be paid:

Marjorie Grant (S)
Roy Gregory (E)
James Kelly Kawamoto (E)
Ronald Mills (S)

7. LEAVING EMPLOYMENT - Nil

8. LEAVES

Leave of Absence

(a) That the requests of the following teachers for Leaves of Absence, effective as shown, be granted:

Shawn Duthie (E), 1992 03 09 to 1992 08 31
Nancy Kowalchuk (E), 1992 03 02 to 1992 08 31
Aggie Bonin Labrecque (S), 1992 02 17 to 1992 08 31
Joanne Restivo (S), 1992 03 16 to 1992 08 31
Linda Shultz (E), 1992 03 02 to 1992 08 31
Janet Van Duzen (E), 1992 02 10 to 1992 08 14
Anne-Marie Wilson (S), 1992 02 03 to 1992 08 31

(b) That the requests of the following staff for Leaves of Absence, effective as shown, be granted:

Hedwig Berendt (Educational and Lunchroom Assistant Staff), 1992 02 03 to 1992 03 13
Verna Dell (Clerical and Technical Staff), 1992 03 23 to 1992 09 25

Leave of Absence - Date Change

(a) That the effective dates of the Leave of Absence granted to the following teacher at a previous meeting be changed as shown:

Beth Fitzgerald (E), 1992 03 24 to 1992 08 31.

(b) That the effective dates of the Leave of Absence granted to the following staff at a previous meeting be changed as shown:

Jane Lewis (Clerical and Technical Staff), 1991 12 18 to 1992 06 23

Leave Extension

(a) That the request of the following teacher for an extension of a Leave of Absence, effective as shown, be granted:

Susan Moreau (E), 1992 03 09 to 1992 08 31

Return from Leave of Absence

(a) That the following teachers be returned from their Leaves of Absence and assigned teaching duties, effective as shown:

Giselle Maerz (E), 1992 03 10
Sherry Romaniw (E), 1992 03 23 (.5)
Laura Zaffiro-Smith (S), 1992 02 03

9. OCCASIONAL STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Occasional Staff, effective as shown, with salary according to the salary schedule:

Tracey Austin (S), 1992 02 03 to 1992 06 25
Victoria Baxter (S), 1992 02 03 to further notice
Annette Byrne-Fratoni (S), 1992 02 03 to further notice
Sharon Crechiola (E), 1991 11 11 to 1991 12 13
1991 12 16 to 1992 06 25
David Hewitt (E), 1991 12 02 to 1992 01 31
Sandra Holl (S), 1992 02 01 to 1992 06 25
Karen Judge (E), 1992 01 06 to 1992 06 25
Sandra Levy (E), 1992 01 06 to 1992 06 25 (.4)
Heather Moffat (S), 1992 02 03 to further notice
Donna Moore (E), 1992 01 27 to 1992 06 25
Marian Noonan (E), 1991 11 08 to 1991 11 29
Alice Ronhaar (E), 1991 12 09 to further notice
Mirella Scarcelli (S), 1992 02 17 to 1992 06 25
Pamela Stanton (E), 1992 01 06 to 1992 06 25
Steven Toth (S), 1992 02 03 to 1992 06 25
Frank Zavarella (E), 1992 01 27 to 1992 06 25

10. OTHERS

(a) That Karen Tsuji be transferred from the Elementary Panel to the Secondary Panel, effective 1992 02 03, with salary according to the salary schedule.

Respectfully submitted,

K. A. Rielly
Director of Education
and Secretary

ADDED RECOMMENDATIONSELEMENTARY/SECONDARY1. PROBATIONARY STAFF APPOINTMENTS

(b) (i) That the following Lunchroom Assistants be appointed to the Probationary Educational and Lunchroom Assistant Staff, effective 1992 02 24:

Steven Darby (.285)

Linda Napper (.285)

Troy Ledger (.285)

(Replacements)

(ii) That Jane Kasapowitsch, Educational Assistant, be appointed to the Probationary Educational and Lunchroom Assistant Staff, effective 1992 02 24.

(Increase to complement of .715 - contract compliance)

3. PROMOTIONS

(a) That Marguerite Kula be appointed to the position of Acting Principal of an Elementary School, effective 1992 03 02, with salary according to the salary schedule.

(Replacement)5. TIMETABLE CHANGES

(a) Paul Kropp (S), 4/6 to 2/6 (2/3 Sem. 1 only)

(a) (i) That the name Adele Schiedel (S) be removed from clause (a).

6. RETIREMENTS

(a) (i) That the resignation of Bruce Wallace, Elementary School Principal, for the purpose of retirement, effective 1992 06 30, be accepted with regret and that the Board's gratuity be paid.

8. LEAVESLeave of Absence

(a) Adele Schiedel (S), 1992 02 03 to 1992 08 31

(a) (i) That the effective dates of the requests for Leaves of Absence of the following teachers in clause (a) be changed as shown:

Aggie Bonin Labrecque (S), 1992 02 10 to 1992 08 31

Janet Van Duzen (E), 1992 02 04 to 1992 08 10

Leave of Absence - Date Change

(a) Paula Friend (E), 1991 11 08 to 1992 03 06

9. OCCASIONAL STAFF APPOINTMENTS

(a) (i) That the effective dates of the appointment of Mirella Scarcelli (S) to the Occasional Staff in clause (a) be changed to 1992 02 07 to 1992 06 25.

10. OTHERS

(a) (i) That Brian Ward be transferred from the Elementary Panel to the Secondary Panel (Reciprocal), effective 1992 02 03 to 1992 06 30.

URBAN/MUNICIPAL

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1992

A G E N D A

PERSONNEL & ORGANIZATION COMMITTEE

1992 03 12

Confirmation of the minutes of the regular meeting of 1992 02 13.

GENERAL

NEW BUSINESS:

1. Recommendations of the Director of Education Pages 1 to 2
2. Evaluation of Teacher Job Performance (Secondary) Pages 3 to 11
3. (a) Staffing Report Page 12
(b) Report on Supply Teachers Pages 13 to 16

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education Pages 17 to 19

URBAN MUNICIPAL

MAR 17 1992

GOV. DOCUMENTS

Education Centre
100 Main Street West
Hamilton, Ontario
1992 03 12

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following staff be appointed to the position stated, effective as shown, with wage rate according to the Collective Agreement:

LeRoy Emery (Assistant Caretaker - Probationary Caretaking and Maintenance Staff), 1992 03 02 (**Replacement**)

2. PERMANENT STAFF APPOINTMENTS - Nil

3. PROMOTIONS

(a) That the following staff be promoted to the position of Assistant Caretaker (Caretaking and Maintenance Staff), effective 1992 03 02, with wage rate according to the Collective Agreement:

Barry Christie
Gerald Johnson
Daniel Wilkes

(Replacements)

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) That the resignation of the following staff, for the purpose of retirement from the position stated, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Gerald McDonald (Caretaking and Maintenance Staff), 1992 06 30
Rosaire Sequin (Caretaking and Maintenance Staff), 1992 06 30

7. LEAVING EMPLOYMENT - Nil

8. LEAVES

Leave of Absence

(a) That the requests of the following staff for Leaves of Absence, effective as shown, be granted:

Jean Friesen (Administrative Staff), 1992 04 13 to 1992 12 11

Sandra Curran (Caretaking and Maintenance Staff), 1992 06 01 to 1992 09 25

Return from Leave of Absence

(a) That the following staff be returned from a Leave of Absence, effective as shown:

Margaret Mills (Caretaking and Maintenance Staff), 1992 03 02

9. OCCASIONAL STAFF APPOINTMENTS - Nil

10. OTHERS - Nil

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

jat

March, 1992

Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies & Gentlemen:

RE: EVALUATION OF TEACHER JOB PERFORMANCE (Secondary)

A few years ago during Contract Negotiations with O.S.S.T.F., it was agreed that the Board would develop a procedure for evaluating teacher job performance for competence and contract maintenance (secondary). In addition, it was agreed that the Board would consult with the O.S.S.T.F. District executive concerning the criteria to be used by the evaluators. Two committees were struck, numerous meetings were held, legal opinions were sought, literature researched, other board's procedures scrutinized, models developed, standards of performance outlined and indicators of success described. The following people served on the committees:

Development Committee

Dave Allan
Rick Binns
Steve Coombs
Hazel Ellis
Bob Harkness

Ron Kennedy (Chair)
Bill Manson
Nancy Nicholls
Gerry Price

Implementation Committee

Rick Binns (Chair)
Barry Coombe
Steve Coombs
Nancy Nicholls

John Smees
Don Roppel
Joan Morse
Bruce Sinclair

Enclosed is a copy of the Operating Procedure developed as a result of these deliberations. Our Secondary Principals and Vice-Principals have undergone two previous in-service sessions organized by the Implementation committee. The focus of these workshops was to improve our Administrator's knowledge and skills in the following areas:

1. **Just Cause**
 - a) Performance Criteria
 - b) Standards of Performance
 - c) Possible Indicators of acceptable performance
2. **Due Process**
 - a) Procedural Steps
 - b) Probationary vs. Permanent teachers
 - c) Processes and Timelines

- d) Roles played by Principals, Superintendents, etc.
- e) Contractual Obligations
- f) Report Format

3. Classroom Observation Skills

- a) Observation Skills
- b) Documentation Skills
- c) Judgement Skills
- d) Conferencing Skills
- e) Record Keeping
- f) Assessing Improvements
- g) Support and Assistance
- h) Report Writing

A final workshop is planned for April, 1992 to focus upon legal responsibilities as it pertains to our process utilizing committee members and legal counsel. It is expected that all secondary probationary teachers and those permanent teachers whose performance is placed "under review" shall be evaluated utilizing these procedures.

This procedure is not utilized for secondary permanent teachers whose performances are considered acceptable and are undergoing further growth and development through supervised observation and assistance. The bulk of our secondary teachers are in this operating mode which falls under an Operating Procedure entitled Teacher Growth and Development.

The following recommendation is proposed:

THAT THIS REPORT BE RECEIVED FOR INFORMATION

Prepared by: Teacher Evaluation Development and Implementation Committee

Submitted by: Rick Binns, Superintendent of Schools
Bruce Sinclair, Superintendent of Human Resources

Approved by: K. A. Rielly, Director of Education

/md

Operating Procedure

TOPIC :

EVALUATION OF JOB PERFORMANCE
FOR COMPETENCE AND CONTRACT
MAINTENANCE (SECONDARY)

Page 1 of 7

AUTHORITY

MINISTRY OF EDUCATION - REG. 262/89 SECTION 12 (3)

12. DUTIES OF PRINCIPALS

- (3) In addition to the duties under the Act and those assigned by the board, the principal of a school shall,
 - (j) make recommendations to the board with respect to,
 - (i) the appointment and promotion of teachers, and
 - (ii) the demotion or dismissal of teachers whose work or attitude is unsatisfactory;
- (3a) A principal shall only make a recommendation to the board under subclause (3) (j) (ii) after warning the teacher in writing, giving the teacher assistance and allowing the teacher a reasonable time to improve.

PURPOSE

1. The purpose is to outline the specific procedures and processes required to evaluate teacher job performance related to competency and contract maintenance. Teacher Growth and Development is presented in the document "Secondary Teacher Growth and Development (1984)".
2. An additional purpose of this document is to outline the expectations held for various board officials (Principals, Superintendents of Schools, Superintendent of Human Resources, Associate Director, and Director) related to Teacher Evaluation for Contract Maintenance (Probationary and Permanent teachers).

PROCEDURES

1. At a meeting held early in each school year, Principals will be expected to outline for new staff members (probationary and permanent) the evaluation process related to competency and contract maintenance (purpose, criteria,

Operating Procedure

ADMINISTRATIVE AND
EVALUATION OF TEACHERS
TOPIC

12

ADMINISTRATIVE - EVALUATION SECTION

12 DUTIES OF PRINCIPALS

(a) In addition to the duties listed by law and policy assigned to the principal, the principal shall:

(1) make a complete and accurate record of the school's activities;

(2) the administration and personnel in the school;

(3) the principal shall be responsible for the school's financial affairs and shall maintain accurate records of the school's income and expenditures;

(4) a principal shall also make arrangements for the school's physical plant and shall be responsible for the school's safety and security and shall be responsible for the school's health and safety.

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The principal shall be responsible for the school's physical plant and shall be responsible for the school's safety and security and shall be responsible for the school's health and safety.

An additional purpose of this document is to outline the principal's duties and responsibilities. The principal shall be responsible for the school's physical plant and shall be responsible for the school's safety and security and shall be responsible for the school's health and safety.

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At a meeting held early in each school year, principals will be expected to outline for the staff members' responsibilities and performance the evaluation process related to competency and overall achievement (performance).

frequency of visits, roles played by others, timelines, follow-up). This should occur prior to the commencement of the teacher's classroom, departmental and school duties or as soon thereafter as possible.

2. A probationary teacher shall be informed by the principal that a performance appraisal cycle (formal evaluation) will take place for the purposes of contract maintenance. The notification shall occur in advance of the pre-observation conference.

In the case of a permanent teacher, the principal shall inform the teacher, in writing:

- a) that, the teacher's performance will be evaluated for purposes of competence and contract maintenance and not for purposes of growth and development;
 - b) that the procedures to be followed will be those in Operating Procedure ST-3.
3. The principal and teacher shall allocate adequate time for an individual pre-observation conference. This conference will outline the time, number and duration of the visits to be used in the observation process. The areas of priority, criteria and possible indicators to be used to determine successful teaching shall be reviewed.
 4. Data collection is normally comprised of a classroom visit or visits by the principal. Visit(s) are at least one period in length and may be scheduled to observe the teacher in different situations. The data may include pupil-pupil and pupil-teacher dialogues.
 5. A post-observation conference during a first performance appraisal cycle shall be held to review the data collected and to discuss the interpretation of that data. The observations should be presented in a factual manner. The interpretation of the data should focus primarily on the priority areas discussed earlier. A clear statement shall be made indicating the principal's assessment of the teacher's performance, and identify areas requiring improvements.

In the case of major deficiencies in a teacher's performance, the principal and teacher shall discuss:

- (a) the difference between the teacher's performance and the expected standard of performance (concerns) as outlined in Appendix A.
- (b) the teacher's areas of deficiency, the steps required to correct those deficiencies, and the standard of performance required to meet the required level of competence.
- (c) assistance for the teacher designed to help the teacher attain acceptable levels of performance (strategies)
- (d) an appropriate time period to implement the plan of assistance designed to achieve acceptable competency levels (minimum 1 month).
- (e) the possible consequences where a teacher's performance is not acceptable.

6. A report of the performance appraisal cycle shall be prepared by the principal, delivered to and discussed with the teacher within 5 working days of the post-observation conference. The report must reflect accurately the events of the process, and document the above five items, namely, 5 (a), (b), (c), (d) and (e).

The teacher may include comments on all copies of the report if submitted within 3 days of its receipt after which both the principal and teacher shall sign all pages of the report. A copy of the report shall be retained by both the principal and the teacher and the original shall be filed in the Teacher's Record file.

7. Normally, a second performance appraisal cycle (formal evaluation) will take place repeating procedural steps 2 to 6. This second cycle will focus upon those areas of concern identified in the first written report.

If the teacher's performance is assessed as satisfactory by the Principal, this shall be stated clearly in the written report. For a probationary teacher, an appropriate recommendation will be made to the associate director.

If the teacher's performance is assessed as unsatisfactory by the Principal, this shall be stated clearly in the written report. Furthermore, items 5 (a), (b), (c), (d) and (e). shall be clearly documented and the teacher informed that the next performance appraisal cycle will be made by a superintendent of schools.

8. Should a performance appraisal cycle be conducted by a superintendent of schools, procedural steps 2 to 6 shall be followed with the exceptions of items 5(b) corrections and performance required, 5(c) strategies for improvement and 5(d) timelines for improvement which will be omitted.

If the teacher's performance is assessed as satisfactory by the Superintendent, this shall be stated clearly in the written report. For a probationary teacher, an appropriate recommendation will be made to the associate director.

If the teacher's performance is assessed as unsatisfactory by the Superintendent, this shall be stated clearly in the written report and a recommendation of termination of the teacher's contract will be made to the associate director. The teacher may respond in writing to the superintendent's report.

9. If the superintendent recommends termination, a registered letter shall be sent to the teacher outlining the reasons for this recommendation. Copies of this letter will be sent to the school principal, superintendent of human resources, associate director and the OSSTF (Branch Affiliate) district president.
10. The superintendent of human resources and the associate director will present the recommendation for termination to the board's personnel and organization committee. Should the recommendation be denied, the teacher shall be notified by registered letter from the director. Should the

recommendation be approved, the director informs the teacher by registered letter of the committee's motion and of the teacher's right to appeal to the whole board. This appeal may be a written response or a personal presentation to the whole board. The full board meeting shall be at least 1 week later and a copy of the registered letter shall be sent to the OSSTF (Branch Affiliate) district president.

11. At the full board meeting, the recommendation for contract termination will be approved or denied. The director shall inform the teacher by registered letter of the board's decision.
12. The teacher retains the right to appeal the termination as provided for under the collective agreement or the education act.

SOME NOTES:

1. Legal Timelines for Non-Renewal of Contract

For Termination Effective	Notify Teacher	Notify Board	Appeal	Cut-Off Date
Dec. 31 Aug. 31	By Nov. 1 By May 1	Nov. P&O May P & O	Nov. Board May Board	Nov. 30 May 31

In the operating procedure, steps 1 through 8 shall be completed prior to November 1 or May 1

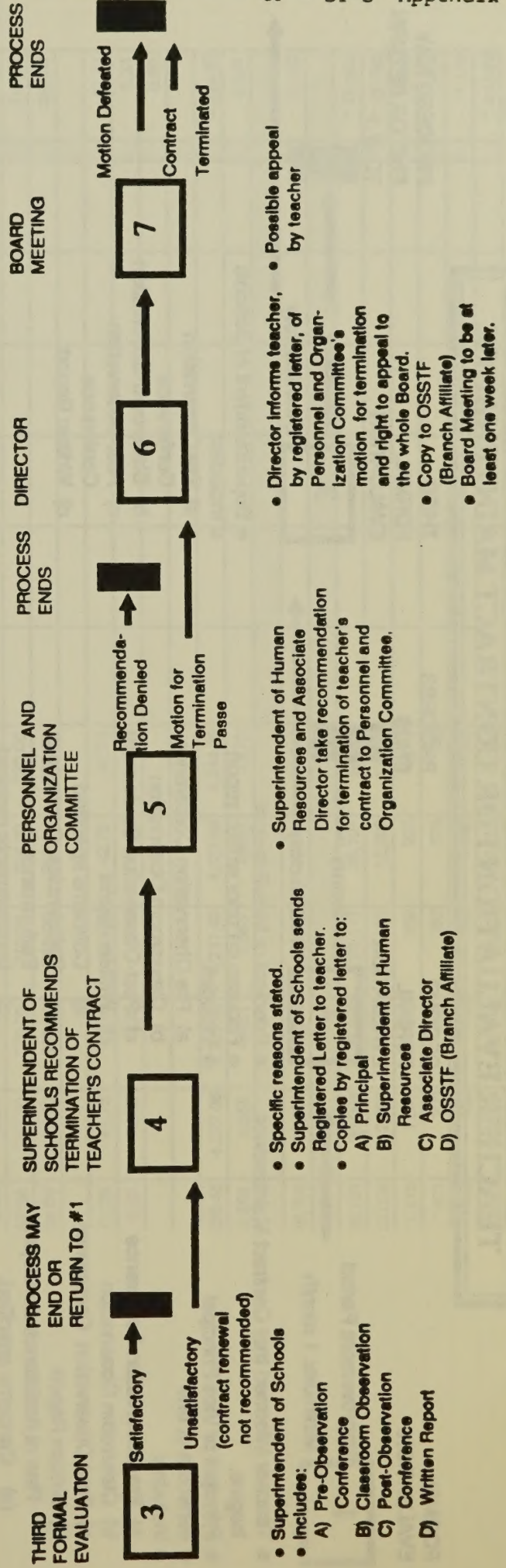
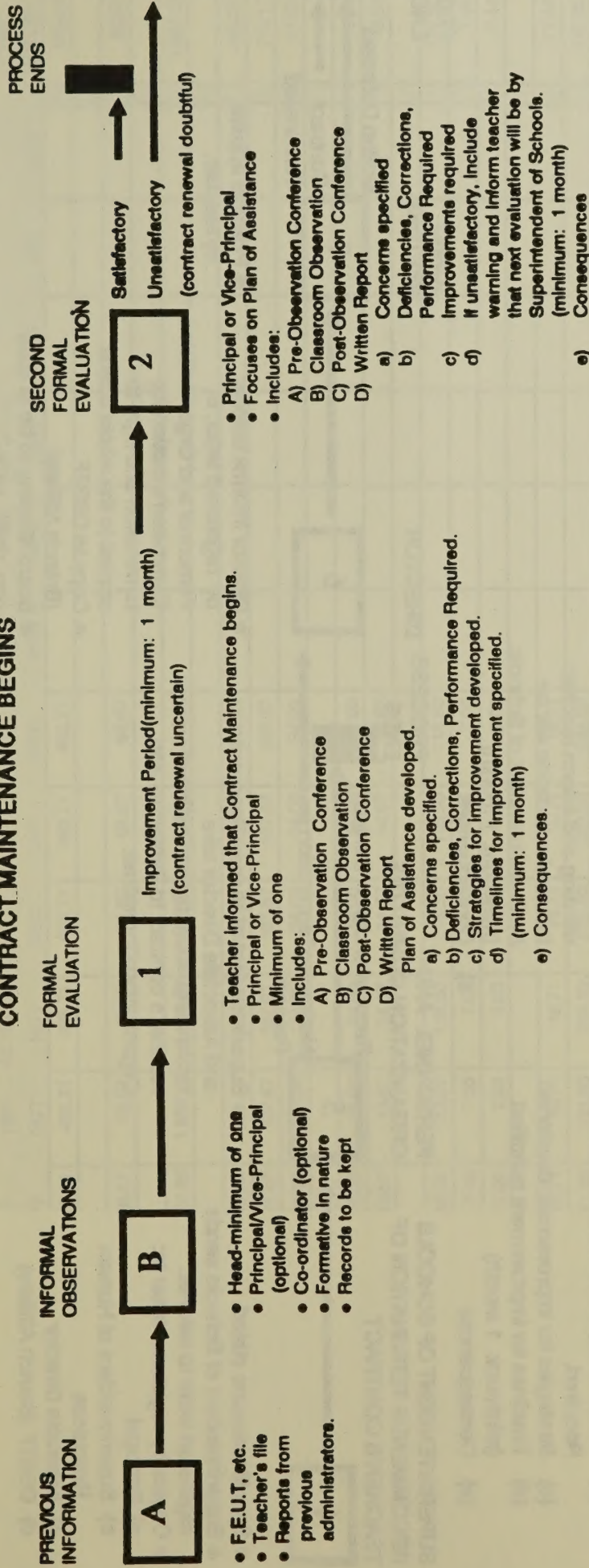
2. Teacher - refers to either probationary or permanent teacher unless otherwise stated.
3. Principal - refers to either principal or vice-principal

TEACHER EVALUATION - CONTRACT MAINTENANCE

CRITERIA		STANDARD OF PERFORMANCE
1. KNOWLEDGE OF:	1.1 THE SUBJECT	1.1 This responsibility is met when the teacher demonstrates competency in the teacher's subject or teaching area.
	1.2 THE CURRICULUM	1.2 This responsibility is met when the teacher demonstrates understanding of the Board's curriculum documents and Ministry guidelines.
	1.3 THE ORGANIZATION	1.3 This responsibility is met when the teacher demonstrates familiarity with Ministry requirements, system policies and school routines.
2. SKILLS IN:	2.1 CLASS MANAGEMENT	2.1 This responsibility is met when the teacher establishes effective procedures of management to provide an optimal learning situation and safe environment for all students.
	2.2 PLANNING/ PREPARATION	2.2 This responsibility is met when preparation for teaching ensures that classes will operate effectively, both in the use of time and in the progress of students.
	2.3 COMMUNICATION	2.3 This responsibility is met when the teacher communicates subject matter in a manner designed to stimulate learning and maintain student interest; demonstrates the ability to communicate effectively with students, colleagues, parents and members of the community.
	2.4 TECHNIQUES OF INSTRUCTION	2.4 This responsibility is met when the teacher demonstrates effective instructional techniques designed and effected so as to maximize the learning opportunities and personal growth for all students.
3. ATTITUDE:	3.1 PROFESSIONAL GROWTH	3.1 This responsibility is met when the teacher makes use of the opportunities for the professional growth and when knowledge and abilities gained are applied for the benefit of instruction.
	3.2 SCHOOL/DEPARTMENT GOALS	3.2 This responsibility is met when the teacher implements department and school goals and routines in carrying out assigned duties.
	3.3 PROFESSIONAL	3.3 This responsibility is met when the teacher promotes cooperation with/ responsibility to teaching colleagues and demonstrates an ethical attitude towards schools and community groups.

PROBATIONARY TEACHER EVALUATION FOR CONTRACT MAINTENANCE

CONTRACT MAINTENANCE BEGINS



FORMAL EVALUATION

Improvement Period
Minimum: 1 month

- **Teacher informed that Contract Maintenance begins.**

- Principal or Vice-Principal
- Minimum of one
- Includes:
 - a) Pre-Observation Conference
 - b) Classroom Observation
 - c) Post-Observation Conference
 - d) Written Report
- Plan of Assistance developed.
 - (a) Concerns specified.
 - (b) Deficiencies, Corrections, Performance Required.
 - (c) Strategies for Improvement developed.
 - (d) Timelines for Improvement specified.
(minimum: 1 month)
 - (e) Consequences

SUPERINTENDENT OF SCHOOLS RECOMMENDS TERMINATION OF TEACHER'S CONTRACT

4

- Specific reasons stated.
- Superintendent of Schools sends registered letter to teacher.
- Copies by registered letter to:
 - a) Principal
 - b) Superintendent of Human Resources
 - c) Associate Director
 - d) OSSTF (Branch Affiliate)

SECOND FORMAL EVALUATION

2

- Principal or Vice-Principal
- Focuses on prior written report
- Includes:
 - a) Pre-Observation Conference
 - b) Classroom Observation
 - c) Post-Observation Conference
 - d) Written Report
 - a) Concerns specified
 - b) Deficiencies, Corrections, Performance Required.
 - c) Improvements required
 - d) If unsatisfactory, include warning and inform teacher that next evaluation will be by Superintendent of Schools (minimum: 1 month)
 - e) Consequences

PERSONNEL AND ORGANIZATION CO

5

- Superintendent of Human Resources and Associate Director take recommendation for termination of teacher's contract to Personnel and Organization Committee.

PROCESS ENDS

ry

- l or Vice-Principal
s on prior written report
:
Observation Conference
ssroom Observation
-Observation Conference
en Report
Concerns specified
Deficiencies, Corrections,
Performance Required.
Improvements required
If unsatisfactory, include
warning and inform teacher
that next evaluation will be
by Superintendent of Schools.
(minimum: 1 month)
Consequences

**PROCESS
ENDS**

Recommendation Denied

on 1

- Director informs teacher, by registered letter, of Personnel and Organization Committee's motion for termination and right to appeal to the whole Board.
- Copy to OSSTF (Branch Affiliate)
- Board Meeting to be at least one week later.

THIRD FORMAL EVALUATION

3

- Superintendent of Schools
- Includes:
 - a) Pre-Observation Conference
 - b) Classroom Observation
 - c) Post-Observation Conference
 - d) Written Report

BOARD MEETING

7

- Possible appeal by teacher.

**PROCESS MAY
END OR RETURN
TO #1**

ry

- Superintendent of Schools
- Includes:
 - a) Pre-Observation Conference
 - b) Classroom Observation
 - c) Post-Observation Conference
 - d) Written Report

BOARD MEETING

Motion Defeated

Contract

Terminated

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

	DECEMBER 31st ACTUAL					1991 ACTUALS					1992 ACTUALS					1991 BUDGET				
	1985	1986	1987	1988	1989	1990	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG		
Admin & Support Staff	403.97	419.37	432.24	470.64	492.54	493.54	487.04	486.71	486.71	486.71	485.71	485.71								486.04
Co-ordinators/Consultants	75.50	76.00	78.00	76.67	76.67	75.67	66.67	66.67	66.67	66.67	66.67	66.67								66.67
Teachers - Elementary	1,317.25	1,362.95	1,414.75	1,498.45	1,592.15	1,628.35	1,661.85	1,659.75	1,659.75	1,659.75	1,662.25	1,662.25								1,651.25
Secondary - Composite	750.83	732.67	741.83	757.50	795.00	841.00	849.34	850.67	850.67	850.67	850.67	858.33								850.50
- Vocational	168.67	159.83	160.90	160.07	146.00	116.67	107.67	107.67	107.67	107.67	107.67	108.67								116.17
- Vanier	29.00	31.00	31.50	33.00	34.00	33.50	34.00	34.00	34.00	34.00	34.00	34.00								34.00
Elementary TR	39.00	34.00	29.00	26.00	24.00	20.00	16.00	16.00	16.00	16.00	16.00	16.00								16.00
Secondary TR	4.00	6.00	7.00	8.00	7.00	9.67	14.67	14.67	14.67	14.67	14.67	14.67								13.67
Lunchroom - Elementary	68.60	78.40	92.80	102.90	115.10	112.30	116.36	118.07	118.50	118.50	118.50	118.50								113.57
- Secondary	7.00	7.30	7.30	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00								7.00
- Vocational	3.30	3.10	3.10	3.10	2.60	2.14	2.00	2.00	2.00	2.00	2.00	2.00								2.14
Bus Supervisors	6.40	12.10	13.90	14.40	16.50	17.68	16.71	16.71	16.71	16.71	16.71	16.71								17.68
Educational Assistants	123.50	139.00	155.00	173.00	217.50	221.50	221.50	221.50	223.50	223.50	223.50	224.50								216.50
Lunchroom Assistants	1.97	5.14	5.71	6.00	6.43	6.56	6.56	6.56	6.56	6.56	6.56	6.27								6.56
Ctks/Maint/WHS/Asbestos	209.00	210.00	210.00	217.00	218.00	220.00	217.00	217.00	219.00	219.00	219.00	220.00								218.00
Cleaners/Cooks	325.00	330.00	333.00	340.00	347.00	351.00	364.00	360.00	360.00	360.00	360.00	360.00								364.00
Staff On Loan - Teachers	30.42	29.55	34.25	34.92	33.92	41.25	41.75	41.75	41.75	41.75	42.75	42.75								42.75
- Consultants				0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33								0.33
- Clerical						0.50														0.50
Full Time Equiv. Positions	3,563.41	3,636.41	3,750.28	3,928.98	4,131.74	4,198.66	4,230.45	4,227.06	4,231.49	4,231.49	4,233.99	4,244.36								4,223.33
Number Of Employees						4,805	4,852	4,855	4,861	4,861	4,864	4,873								4,836
Lunchroom Enrolment	9,000 est	12,000 est	13,000 est	14,000 est	15,000 est	15,571	16,390	16,564	16,618	16,618	16,618	16,645								15,700
Enrolment - Elementary	* 24,543	* 24,682	* 24,741	* 25,007	* 25,474	* 25,811	* 26,121	26,091	26,140	26,111	26,101	26,074								** 26,002
- Sec Composite	*12,431	*11,928	*12,171	*12,213	*12,354	*12,707	*13,028	12,697	12,428	12,328	12,209	12,587								** 12,785
- Sec Vocational	* 1,942	* 1,794	* 1,698	* 1,598	* 1,453	* 1,189	* 1,118	1,047	995	950	937	1,042								** 1,161
- Sec Vanier	* 375	* 400	* 400	* 407	* 400	* 399	* 401	390	387	382	379	388								** 414
- T. R.	* 286	* 262	* 243	* 210	* 193	* 178	* 154	159	160	160	162	165								** 178
- TOTAL	* 39,577	* 39,066	* 39,253	* 39,435	* 39,874	* 40,284	* 40,822	40,384	40,110	39,931	39,788	40,256								** 40,540

* September 30th Enrolments

** September 30th Enrolment Estimates

Prepared by Human Resources

March, 1992

REPORT OF SUPPLY TEACHER USAGE - TOTAL TO JAN 31, 1992

SECONDARY													
	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	Not Indicated	Total Days	\$ Expense	Long Term Occasional	Total Expense	Teaching Days
JANUARY	163.0	28.5	15.5	24.5	1.0	1.0	60.0	33.5	327.0	34,300	21,532	55,832	17
FEBRUARY											0	0	20
MARCH											0	0	17
APRIL											0	0	20
MAY											0	0	19
JUNE											0	0	16
JULY											0	0	
AUGUST											0	0	
SEPTEMBER											0	0	
OCTOBER											0	0	
NOVEMBER											0	0	
DECEMBER											0	0	
TOTALS	163.0	28.5	15.5	24.5	1.0	1.0	60.0	33.5	327.0	34,300	21,532	55,832	
% Of Total	49.8	8.7	4.7	7.5	0.3	0.3	18.3	10.2					

ELEMENTARY													
	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	Not Indicated	Total Days	\$ Expense	Long Term Occasional	Total Expense	Teaching Days
JANUARY	1098.5	87.5	33.0	97.0	51.0	11.5	72.5	47.0	1498.0	159,684	48,110	207,794	19
FEBRUARY											0	0	20
MARCH											0	0	16
APRIL											0	0	20
MAY											0	0	19
JUNE											0	0	18
JULY											0	0	
AUGUST											0	0	
SEPTEMBER											0	0	
OCTOBER											0	0	
NOVEMBER											0	0	
DECEMBER											0	0	
TOTALS	1098.5	87.5	33.0	97.0	51.0	11.5	72.5	47.0	1498.0	159,684	48,110	207,794	
% Of Total	73.3	5.8	2.2	6.5	3.4	0.8	4.8	3.1					

REPORT OF SUPPLY TEACHER USAGE - TOTAL TO JAN 31, 1992

SECONDARY & ELEMENTARY												
	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	Not Indicated	Total Days	\$ Expense	Long Term Occasional	Total Expense
JANUARY	1261.5	116.0	48.5	121.5	52.0	12.5	132.5	80.5	1825.0	193,984	69,642	263,626
FEBRUARY										0	0	0
MARCH										0	0	0
APRIL										0	0	0
MAY										0	0	0
JUNE										0	0	0
JULY										0	0	0
AUGUST										0	0	0
SEPTEMBER										0	0	0
OCTOBER										0	0	0
NOVEMBER										0	0	0
DECEMBER										0	0	0
TOTALS	1261.5	116.0	48.5	121.5	52.0	12.5	132.5	80.5	1825.0	193,984	69,642	263,626
% Of Total	69.1	6.4	2.7	6.7	2.8	0.7	7.3	4.4				

1991 BUDGET \$4,088,000

1992 BUDGET \$4,000,000

SECONDARY													
	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	Not Indicated	Total Days	\$ Expense	Long Term Occasional	Total Expense	Teaching Days
JANUARY									334.5	34,293			17
FEBRUARY									564.5	57,854			20
MARCH	189.0	28.0	23.0	30.5	.0	2.0	57.5	57.5	387.5	39,237			14
APRIL	282.0	56.0	27.0	48.5	1.0	3.0	29.5	63.0	510.0	51,613			20
MAY	331.5	192.0	45.5	87.5	3.0	9.0	79.5	87.5	835.5	84,847			22
JUNE	86.5	23.5	4.5	32.5	.5	3.0	38.0	64.5	253.0	26,070			15
JULY													
AUGUST													
SEPTEMBER	145.5	22.0	8.0	9.0	1.0	2.0	58.5	50.0	296.0	29,992			20
OCTOBER	285.0	56.5	57.0	23.0		6.0	23.5	127.0	578.0	58,864			21
NOVEMBER	291.0	43.0	39.0	37.0	.0	1.0	16.5	65.5	493.0	50,113			21
DECEMBER	346.0	27.0	11.5	26.0	.0	2.0	14.5	45.5	472.5	47,779			15
TOTALS	1,956.5	448.0	215.5	294.0	5.5	28.0	317.5	560.5	4,724.5	480,662	401,337	881,999	
% Of Total	51.1	11.7	5.6	7.7	0.1	0.7	8.3	14.7	* Percentages calculated from March to December				

ELEMENTARY													
	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	Not Indicated	Total Days	\$ Expense	Long Term Occasional	Total Expense	Teaching Days
JANUARY									1,758.5	180,228			19
FEBRUARY									2,361.0	242,002			19
MARCH	584.5	9.0	15.5	72.0	35.0	12.5	17.5	95.5	841.5	85,210			13
APRIL	1,070.0	28.0	55.5	158.0	120.5	19.5	48.0	118.0	1,617.5	163,723			21
MAY	1,179.5	126.0	69.0	225.0	68.5	37.5	105.0	139.5	1,950.0	198,022			21
JUNE	708.5	122.0	19.0	119.0	41.0	13.0	52.5	99.0	1,174.0	120,969			18
JULY													
AUGUST													
SEPTEMBER	487.0	31.0	21.5	51.5	41.5	15.5	107.5	52.5	808.0	94,399			18
OCTOBER	1,126.0	107.0	132.5	114.5	71.0	12.0	73.0	170.0	1,806.0	191,538			22
NOVEMBER	1,578.5	40.0	44.0	100.0	71.0	11.5	71.0	83.0	1,999.0	213,306			20
DECEMBER	1,039.5	5.5	16.5	82.0	36.5	10.5	15.5	84.0	1,290.0	137,223			14
TOTALS	7,773.5	468.5	373.5	922.0	485.0	132.0	490.0	841.5	15,605.5	1,626,620	1,106,191	2,732,811	
% Of Total	67.7	4.1	3.3	8.0	4.2	1.1	4.3	7.3	* Percentages calculated from March to December				

REPORT OF SUPPLY TEACHER USAGE - TOTAL TO DEC 31, 1991

SECONDARY & ELEMENTARY															
	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	Not Indicated	Total Days	\$ Expense	Long Term Occasional	Total Expense	1991 % Spent	1990 % Spent	
JANUARY									2,093.0	214,521					
FEBRUARY									2,925.5	299,856					
MARCH	773.5	37.0	38.5	102.5	35.0	14.5	75.0	153.0	1,229.0	124,447					
APRIL	1,352.0	84.0	82.5	206.5	121.5	22.5	77.5	181.0	2,127.5	215,336					
MAY	1,511.0	318.0	114.5	312.5	71.5	46.5	184.5	227.0	2,785.5	282,869					
JUNE	795.0	145.5	23.5	151.5	41.5	16.0	90.5	163.5	1,427.0	147,039					
JULY															
AUGUST															
SEPTEMBER	632.5	53.0	29.5	60.5	42.5	17.5	166.0	102.5	1,104.0	124,391					
OCTOBER	1,411.0	163.5	189.5	137.5	71.0	18.0	96.5	297.0	2,384.0	250,402					
NOVEMBER	1,869.5	83.0	83.0	137.0	71.0	12.5	87.5	148.5	2,492.0	263,419					
DECEMBER	1,385.5	32.5	28.0	108.0	36.5	12.5	30.0	129.5	1,762.5	185,002					
TOTALS	9,730.0	916.5	589.0	1,216.0	490.5	160.0	807.5	1,402.0	20,330.0	2,107,282	1,507,528	3,614,810	88.4	90.4	
% Of Total	63.5	6.0	3.8	7.9	3.2	1.0	5.3	9.2	* Percentages calculated from March to December						

1991 Budget \$4,088,000

Education Centre
100 Main Street West
Hamilton, Ontario
1992 03 12

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

1. PROBATIONARY STAFF APPOINTMENTS - Nil

2. PERMANENT STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Permanent Staff, effective 1992 04 01, with salary according to the salary schedule:

Franciska Daines (E)
Brian McVittie (E)
Patricia Squire (E)

3. PROMOTIONS

(a) That Georgina Pain be appointed to the position of Acting Vice-Principal of an Elementary School, effective 1992 03 25, with salary according to the salary schedule. **(Replacement)**

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES

(a) That the following timetable changes be approved, effective as shown, with salary according to the salary schedule:

Elizabeth McQueen (S), 6/6 to 4/6, 1992 02 17
Enc Readyhough (S), 5/6 to 6/6, 1992 02 26-1992 06 30 (teaching full time 1992 02 26-1992 06 30)
Barbara Swan (S), 4/6 to 5/6, 1992 02 26-1992 06 30 (teaching full time 1992 02 26-1992 06 30)

6. RETIREMENTS

(a) That the resignations of the following teachers, for the purpose of retirement, effective 1992 06 30, be accepted with regret and that the Board's gratuity be paid:

Helen Love (S)
Margaret Mockler (E)
John Reid (S)

(b) That the resignation of the following staff, for the purpose of retirement from the position stated, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Bernice Cozens (Clerical and Technical Staff), 1992 06 30

7. LEAVING EMPLOYMENT

(a) That the date for the following teacher to leave the employ of the Board be approved:

Colleen Ireland (E), 1992 08 31

8. LEAVES

Leave of Absence

(a) That the requests of the following teachers for Leaves of Absence, effective as shown, be granted:

Jennifer Beavers (E), 1992 03 16 to 1992 08 31
 Patricia Bromwich (E), 1992 03 02 to 1992 08 31
 N. Susan Gadsby-Prest (E), 1992 03 23 to 1992 08 31
 Betty Kalafatis (E), 1992 09 01 to 1993 08 31
 Linda Moreton (E), 1992 01 08 to 1992 01 10 (1.0), 1992 01 13 to 1992 08 31 (.5)
 Michelyn Putignano (S), 1992 04 01 to 1993 01 31
 Louise Quinn (E), 1992 03 30 to 1992 08 31
 Carla Small (E), 1992 03 30 to 1992 10 02
 Katherine Yantzi (E), 1992 05 24 to 1993 08 31
 Wendy Wilson (E), 1991 12 18 to 1992 08 31

Leave Extension

(a) That the requests of the following teachers for an extension of their Leaves of Absence, effective as shown, be granted:

Heather Abbott (E), 1992 03 30 to 1993 08 31
 Marvin Kuehn (E), 1992 09 01 to 1993 08 31
 Beverley Rea (E), 1992 09 01 to 1993 08 31
 Diane Zimmerman (E), 1992 03 23 to 1992 08 31

Return from Leave of Absence

(a) That the following teachers be returned from their Leaves of Absence and assigned teaching duties, effective as shown:

June Baxter (E), 1992 09 01 (.5)
 Sharon Beesley (E), 1992 09 01
 Elisa Cesa (E), 1992 09 01 (.5)
 Leslie Duncan (E), 1992 09 01 (.5)
 Brenda Finance (E), 1992 09 01 (.5)
 Debra MacDonald (E), 1992 03 16
 Silvio Massicci (E), 1992 09 01
 Susan Moreau (E), 1992 09 01 (.5)
 Janis Muller (E), 1992 09 01 (.5)
 Wendy Sherwood (S), 1992 09 01
 Louric van der Zyden (E), 1992 09 01 (.5)
 Janet Verhaeghe (E), 1992 09 01 (.5)

(b) That the following staff be returned from their Leaves of Absence, effective as shown:

June Byrne (Educational and Lunchroom Assistant Staff), 1992 09 01
 Arline Smith (Clerical and Technical Staff), 1992 02 24

9. OCCASIONAL STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Occasional Staff, effective as shown, with salary according to the salary schedule:

Lia Cove (S), 1992 01 06 to 1992 01 29
Florence Crozier, 1992 02 03 to 1992 03 06
Eleanor Dunmore (E), 1992 02 03 to further notice
Mary Elliott (E), 1992 01 20 to 1992 06 25
David Hewitt (E), 1992 02 07 to further notice
Barbara Jarrett (S), 1992 01 17 to further notice
Petra Kruis-Daly (E), 1992 03 24 to 1992 06 25
Richard Laskowski (E), 1992 02 10 to further notice
Deborah Long (E), 1992 01 06 to further notice (.5)
Penelope Mitton (E), 1992 02 03 to 1992 06 25
Laura Napier (E), 1992 03 02 to 1992 06 25
J. Anne Patterson (E), 1992 03 25 to 1992 05 11
Lina Puma (E), 1992 01 06 to further notice
Jeremy Russell (S), 1992 02 03 to 1992 03 16
Geraldine Sloan (S), 1992 02 03 to 1992 06 25
Robert Spree (S), 1992 02 17 to 1992 06 25 (1/3)

10. OTHERS - Nil

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

jat

RECEIVED STATE DEPARTMENT

TO THE SECRETARY OF STATE
FROM THE SECRETARY OF THE ARMY

1. STATE

2. SUBJECT

3. REFERENCE
4. ACTION
5. COMMENTS
6. APPROVAL
7. SIGNATURE
8. DATE

9. DISTRIBUTION
10. REMARKS

11. ACTION
12. COMMENTS
13. APPROVAL
14. SIGNATURE
15. DATE

16. ACTION
17. COMMENTS
18. APPROVAL
19. SIGNATURE
20. DATE

21. ACTION
22. COMMENTS
23. APPROVAL
24. SIGNATURE
25. DATE

A G E N D A

PERSONNEL & ORGANIZATION COMMITTEE

1992 04 09

Confirmation of the minutes of the regular meeting of 1992 03 12.

GENERAL

NEW BUSINESS:

1. Recommendations of the Director of Education Pages 1 to 2, and
Page 2A
2. (a) Staffing Report Page 3
- (b) Report on Supply Teachers Pages 4 to 5

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education Pages 6 to 9, and
Page 9A
2. Requests for "Four Over Five" Plan Page 10

Education Centre
100 Main Street West
Hamilton, Ontario
1992 04 09

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS - Nil

2. PERMANENT STAFF APPOINTMENTS - Nil

3. PROMOTIONS

(a) That the following staff be promoted to the position stated, effective as shown, with salary according to the salary schedule:

Lori DeLuca (Secretary, Continuing Education, Grade 7, Clerical and Technical Staff), 1992 03 30 **(Replacement)**

4. INTERNAL APPOINTMENTS

(a) That the following staff be appointed to the position stated, effective as shown, with salary according to the salary schedule:

Lois Morin (Secretary, Athletics/Physical and Health Education, Grade 5, Clerical and Technical Staff), 1992 03 30 **(Replacement)**

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) The resignation of Gwendolyn Mowbray, English Coordinator, for the purpose of retirement, effective 1992 06 30, be accepted with regret and the Board's gratuity be paid.

(b) That the resignations of the following staff, for the purpose of retirement from the position stated, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Pearl Lisney (Cleaner, Cleaning Staff), 1992 04 30

Thomas Morrison (Caretaker, Caretaking and Maintenance Staff), 1992 04 14

7. LEAVING EMPLOYMENT - Nil

8. LEAVES - Nil

9. OCCASIONAL STAFF APPOINTMENTS - Nil

10. OTHERS - Nil

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

jat

ADDED RECOMMENDATIONS

GENERAL

6. RETIREMENTS

(c) That the effective date of the resignation for the purpose of retirement of Rosaire Seguin (Caretaking and Maintenance Staff), approved at a previous meeting, be changed to 1992 04 06.

1. *Staphylococcus aureus*

2. *Staphylococcus aureus*

3. *Staphylococcus aureus*

4. *Staphylococcus aureus*

5. *Staphylococcus aureus*

6. *Staphylococcus aureus*

STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

	DECEMBER 31st ACTUAL												1991 ACTUALS					1992 ACTUALS					1991 BUDGET
	1985	1986	1987	1988	1989	1990	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG					
Admin & Support Staff	403.97	419.37	432.24	470.64	492.54	493.54		487.04	486.71	486.71	486.71	485.71	485.71	485.71						486.04			
Co-ordinators/Consultants	75.50	76.00	78.00	76.67	76.67	75.67	66.67	66.67	66.67	66.67	66.67	66.67	66.67	66.67						66.67			
Teachers - Elementary	1,317.25	1,362.95	1,414.75	1,498.45	1,592.15	1,628.35	1,661.85	1,659.75	1,659.75	1,659.75	1,659.75	1,662.25	1,662.25	1,664.25						1,651.25			
Secondary - Composite	750.83	732.67	741.83	757.50	795.00	841.00	849.34	850.67	850.67	850.67	850.67	850.67	858.33	858.33						850.50			
- Vocational	168.67	159.83	160.90	160.07	146.00	116.67	107.67	107.67	107.67	107.67	107.67	107.67	108.67	108.67						116.17			
- Vanier	29.00	31.00	31.50	33.00	34.00	33.50	34.00	34.00	34.00	34.00	34.00	34.00	34.00	34.00						34.00			
Elementary TR	39.00	34.00	29.00	26.00	24.00	20.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00						16.00			
Secondary TR	4.00	6.00	7.00	8.00	7.00	9.67	14.67	14.67	14.67	14.67	14.67	14.67	14.67	14.67						13.67			
Lunchroom - Elementary	68.60	78.40	92.80	102.90	115.10	112.30	116.36	118.07	118.50	118.50	118.50	118.50	118.50	118.71						113.57			
- Secondary	7.00	7.30	7.30	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00						7.00			
- Vocational	3.30	3.10	3.10	3.10	2.60	2.14	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00						2.14			
Bus Supervisors	6.40	12.10	13.90	14.40	16.50	17.68	16.71	16.71	16.71	16.71	16.71	16.71	16.71	16.71						17.68			
Educational Assistants	123.50	139.00	155.00	173.00	217.50	221.50	221.50	221.50	223.50	223.50	223.50	223.50	224.50	224.50						216.50			
Lunchroom Assistants	1.97	5.14	5.71	6.00	6.43	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.27	6.27						6.56			
Ctkrs/Maint/Whs/Asbestos	209.00	210.00	210.00	217.00	218.00	220.00	217.00	219.00	219.00	219.00	219.00	219.00	220.00	220.00						218.00			
Cleaners/Cooks	325.00	330.00	333.00	340.00	347.00	351.00	364.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00						364.00			
Staff On Loan - Teachers	30.42	29.55	34.25	34.92	33.92	41.25	41.75	41.75	41.75	41.75	41.75	42.75	42.75	42.75						42.75			
- Consultants				0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33						0.33			
- Clerical						0.50														0.50			
Full Time Equiv. Positions	3,563.41	3,636.41	3,750.28	3,928.98	4,131.74	4,198.66	4,230.45	4,227.06	4,231.49	4,231.49	4,231.49	4,233.99	4,244.36	4,246.57						4,223.33			
Number Of Employees						4,805	4,852	4,855	4,861	4,861	4,861	4,864	4,873	4,876						4,836			
Lunchroom Enrolment	9,000 est	12,000 est	13,000 est	14,000 est	15,000 est	15,571	16,390	16,564	16,618	16,618	16,618	16,618	16,645	16,645						15,700			
Enrolment - Elementary	* 24,543	* 24,682	* 24,741	* 25,007	* 25,474	* 25,811	* 26,121	26,091	26,140	26,111	26,101	25,979	26,048							** 26,002			
- Sec Composite	*12,431	*11,928	*12,171	*12,213	*12,354	*12,707	*13,028	12,697	12,428	12,328	12,209	12,595	12,309							** 12,785			
- Sec Vocational	* 1,942	* 1,794	* 1,698	* 1,598	* 1,453	* 1,189	* 1,118	1,047	995	950	937	1,048	1,000							** 1,161			
- Sec Vanier	* 375	* 400	* 400	* 407	* 400	* 399	* 401	390	387	382	379	388	389							** 414			
- T. R.	* 286	* 262	* 243	* 210	* 193	* 178	* 154	159	160	160	162	166	167							** 178			
- TOTAL	* 39,577	* 39,066	* 39,253	* 39,435	* 39,874	* 40,284	* 40,822	40,384	40,110	39,931	39,788	40,176	39,913							** 40,540			

* September 30th Enrolments

** September 30th Enrolment Estimates

Prepared by Human Resources

April 9, 1992

DATE	DESCRIPTION	AMOUNT	BALANCE
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REPORT OF SUPPLY TEACHER USAGE - TOTAL TO FEB. 28, 1992

SECONDARY													
	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	Not Indicated	Total Days	\$ Expense	Long Term Occasional	Total Expense	Teaching Days
JANUARY	194.0	30.5	21.5	25.5	3.0	1.0	51.5	0.0	327.0	34,300	29,516	63,816	17
FEBRUARY	321.0	44.5	44.5	18.5	.5	4.0	55.5	0.0	488.5	50,649	24,411	75,060	20
MARCH											0	0	17
APRIL											0	0	20
MAY											0	0	19
JUNE											0	0	16
JULY											0	0	
AUGUST											0	0	
SEPTEMBER											0	0	
OCTOBER											0	0	
NOVEMBER											0	0	
DECEMBER											0	0	
TOTALS	515.0	75.0	66.0	44.0	3.5	5.0	107.0	0.0	815.5	84,949	53,927	138,876	
% Of Total	63.2	9.2	8.1	5.4	0.4	0.6	13.1	0.0					

ELEMENTARY													
	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	Not Indicated	Total Days	\$ Expense	Long Term Occasional	Total Expense	Teaching Days
JANUARY	1125.0	89.5	38.0	97.5	55.5	12.5	80.0	0.0	1498.0	159,684	62,359	222,043	19
FEBRUARY	1408.5	19.5	14.0	32.0	45.5	17.5	146.0	0.0	1683.0	179,929	116,249	296,178	20
MARCH											0	0	16
APRIL											0	0	20
MAY											0	0	19
JUNE											0	0	18
JULY											0	0	
AUGUST											0	0	
SEPTEMBER											0	0	
OCTOBER											0	0	
NOVEMBER											0	0	
DECEMBER											0	0	
TOTALS	2533.5	109.0	52.0	129.5	101.0	30.0	226.0	0.0	3181.0	339,613	178,608	518,221	
% Of Total	79.6	3.4	1.6	4.1	3.2	0.9	7.1	0.0					

REPORT OF SUPPLY TEACHER USAGE - TOTAL TO FEB. 28, 1992

SECONDARY & ELEMENTARY														
	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	Not Indicated	Total Days	\$ Expense	Long Term Occasional	Total Expense	1992 % Spent	1991 % Spent
JANUARY	1319.0	120.0	59.5	123.0	58.5	13.5	131.5	0.0	1825.0	193,984	91,875	285,859	11.4	-0.2
FEBRUARY	1729.5	64.0	58.5	50.5	46.0	21.5	201.5	0.0	2171.5	230,578	140,660	371,238	26.2	8.7
MARCH										0	0	0	26.2	18.1
APRIL										0	0	0	26.2	24.0
MAY										0	0	0	26.2	34.3
JUNE										0	0	0	26.2	46.0
JULY										0	0	0	26.2	55.3
AUGUST										0	0	0	26.2	55.3
SEPTEMBER										0	0	0	26.2	55.4
OCTOBER										0	0	0	26.2	59.4
NOVEMBER										0	0	0	26.2	67.9
DECEMBER										0	0	0	26.2	88.4
TOTALS	3048.5	184.0	118.0	173.5	104.5	35.0	333.0	0.0	3996.5	424,562	232,535	657,097	26.2	
% Of Total	76.3	4.6	3.0	4.3	2.6	0.9	8.3	0.0						

1992 BUDGET \$2,510,000

Education Centre
100 Main Street West
Hamilton, Ontario
1992 04 09

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following Educational Assistants be appointed to the Probationary Educational and Lunchroom Assistant Staff, effective 1992 05 01, with wage rate according to the Collective Agreement.

Brandi Coward
Linda Downey
Shannon Thompson

(Increase to complement of 3.000 -- contract compliance)

2. PERMANENT STAFF APPOINTMENTS - Nil

3. PROMOTIONS

(a) (i) That the following teachers be appointed to the position of Acting Principal of an Elementary School, effective 1992 09 01, with salary according to the salary schedule:

Susan Fox
Susan Joyce
Brenda Mohoruk
Phillip Morgan
Karla Tessaro

(ii) That the following teachers be appointed to the position of Acting Vice-Principal of an Elementary School, effective 1992 09 01, with salary according to the salary schedule:

Barbara Haverty
Eric Hipkiss
Diane Rawsthorn
Marilyn Stewart
Kathleen Watters

(iii) That Paul Gordon be appointed to the position of Acting Principal of a Secondary School, effective 1992 09 01, with salary according to the salary schedule.

(iv) That Elizabeth Shuttleworth be appointed to the position of Acting Vice-Principal of a Secondary School, effective 1992 09 01, with salary according to the salary schedule.

(Replacements)

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES

(a) That the timetables of the following teachers be changed, effective as shown, with salary according to the salary schedule:

Karen Hahn (E), .5 to 1.0, 1992 03 30 to 1992 06 30
Carolyn March (E), .5 to 1.0, 1992 03 23 to 1992 06 30

(Replacements)

6. RETIREMENTS

(a) (i) That the resignations of the following Principals, for the purpose of retirement, effective 1992 06 30, be accepted with regret and the Board's gratuity be paid:

William Horvath (S)
Gordon Perrault (S)
Joan Vineberg (E)

(ii) That the resignations of the following teachers, for the purpose of retirement, effective 1992 06 30, be accepted with regret and the Board's gratuity be paid:

Frank Andrews (S)
Kenneth Dolbear (E)
Keith Goodfellow (S)
Earla Harvey (E)
Ainsley Jamieson (E)
Catherine Miller (E)
Douglas North (S)
Janice Page (E)
David Sharman (E)
Joanne Solley (E)
James Thompson (S)
Dorothy Wentworth (E)
Carl Yanch (S)

(iii) That the resignation of Sandra Thomaidis (E), for the purpose of retirement, effective 1992 06 30, be accepted with regret.

7. LEAVING EMPLOYMENT

(a) That the dates for the following teachers to leave the employ of the Board be approved:

Kathryn Bledsoe (E), 1992 08 31
Maria Ciocca (E), 1992 08 31
Thomas Currie (E), 1992 03 31
Norah Franklin (E), 1992 08 31
Christine Markham (E), 1992 04 24
Sharron Reed (E), 1992 08 31

(b) That the date for the following staff to leave the employ of the Board be approved:

Susan Moulton (Community School Leader, Clerical and Technical Staff), 1992 03 27

8. LEAVES

Leave of Absence

(a) That the requests of the following teachers for Leaves of Absence, effective as shown, be granted:

Frances Figge (E), 1992 04 20 to 1992 12 18
 Alyson Gibson (E), 1992 04 21 to 1992 08 31
 Katherine Goodwin (S), 1992 06 01 to 1992 11 06
 Paula Griffin (S), 1992 09 01 to 1993 08 31
 Kim Hutt-Taylor (S), 1992 06 08 to 1992 08 31
 Cynthia Lea (E), 1992 06 01 to 1992 12 04
 Julie Marshman MacCuish (E), 1992 04 13 to 1992 11 06
 Robert McManus (E), 1992 09 01 to 1994 08 31
 Paula Scott (S), 1992 06 29 to 1993 01 31
 Marlene Weil (E), 1992 06 15 to 1992 10 09

Leave Extensions

(a) (i) That the requests of the following teachers for an extension of their Leaves of Absence, effective as shown, be granted:

Sharon Dempsey (S), 1992 09 01 to 1993 08 31
 Victoria Goettler (E), 1992 09 01 to 1993 08 31
 Barbara Griffith E), 1992 09 01 to 1993 08 31
 Judith Lampman (E), 1992 09 01 to 1993 08 31
 Dorothy White (S), 1992 09 01 to 1993 08 31

(ii) That the effective dates of the request of Heather Abbott (E) for an extension of her Leave of Absence, approved at the March Meeting, be changed to 1992 03 30 to 1992 08 31.

Loan of Service

(a) That approval be given to the loan of Allan Scott to the Department of National Defence, to teach in Europe, under the usual contract arrangement for the period 1992 09 01 to 1994 08 31.

Return from Leave of Absence

(a) That the following teachers be returned from their Leaves of Absence and assigned teaching duties, effective as shown:

Heather Abbott (E), 1992 09 01
 Biljana Arsovic Filice (E), 1992 09 01
 Wanda Bailey (E), 1992 09 01
 Agnes Bonin-Labrecque (S), 1992 09 01
 Valerie Bryce (S), 1992 09 01
 Kimberley Carlsen (E), 1992 09 01
 Dale Cornish (E), 1992 09 01
 Jane Craibbe (E), 1992 09 01
 Sandra Easterbrook (E), 1992 09 01
 Elizabeth Eickmeier (S), 1992 09 01
 Irene Eves (E), 1992 09 01 (.5)
 Laurie Firlit (E), 1992 05 25
 Elizabeth Fitzgerald (S), 1992 09 01
 Christine Greedan (E), 1992 09 01
 Laurie Gregory (E), 1992 09 01 (.4)
 Janet Hartnett (E), 1992 01 06
 Dean Huyck (S), 1992 09 01
 Janet Jessop (E), 1992 09 01
 Diane Keesmaat (E), 1992 09 01 (.5)
 Shirley Knight (E), 1992 09 01
 George Knill (S), 1992 09 01
 Lynn LaPierre (E), 1992 09 01

Allan Lindsay (S), 1992 09 01
 Barbara Makins (S), 1992 09 01
 Maria Marazia-Rosati (E), 1992 09 01
 Nancy Martin (E), 1992 09 01
 Silvio Massicci (E), 1992 09 01
 Robert Matotek (E), 1992 09 01
 Susan Moreau (E), 1992 09 01
 Barbara Ormond (S), 1992 09 01
 Arlene Pidruczny (S), 1992 09 01
 Cynthia Robinson (E), 1992 09 01 (.5)
 Elizabeth Rutherford (S), 1992 09 01
 Merike Rutten (S), 1992 09 01
 Linda Shultz (E), 1992 09 01
 Shawna Valoppi (E), 1992 09 01
 Melda Wales (E), 1992 09 01
 Margaret Willett (E), 1992 09 01
 Diane Zimmerman (E), 1992 09 01

(b) That the following staff be returned from a Leave of Absence, effective as shown:

Hedwig Berendt (Educational and Lunchroom Assistant Staff), 1992 03 16

9. OCCASIONAL STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Occasional Staff, effective as shown, with salary according to the salary schedule:

Leslie Downie (E), 1992 02 03 to 1992 06 25
 Barbara Eggert (E), 1992 02 20 to 1992 06 25
 Sharon Elliott (E), 1992 03 23 to 1992 06 25
 Marty Everding (E), 1992 03 30 to 1992 06 25
 Cynthia Goodridge (E), 1992 02 20 to 1992 02 21 (.5), 1992 02 24 to 1992 06 25 (1.0)
 Janette Heaven (E), 1992 02 25 to 1992 04 10
 Annesia Khan-Yazdani (E), 1992 02 28 to further notice
 Charlotte McLean (E), 1992 03 30 to further notice
 Louise Morissey (S), 1992 03 23 to 1992 06 25
 Karen Must (E), 1992 03 02 to 1992 06 25 (.5)
 Barbara Overmeyer (E), 1992 02 19 to further notice
 Jeannine Pasquill (S), 1992 02 10 to 1992 06 25
 Sharon Paterson (E), 1992 02 19 to 1992 03 27
 Delores Ruff (E), 1992 03 23 to 1992 06 25
 Victoria Shymlosky (S), 1992 03 02 to 1992 06 25

10. OTHERS - Nil

Respectfully submitted,

K. A. Rielly,
 Director of Education
 and Secretary

ADDED RECOMMENDATIONS

ELEMENTARY/SECONDARY

1. PROBATIONARY STAFF APPOINTMENTS

(a)

Susan Turner

(Increase to complement of 1.000 -- contract compliance)

3. PROMOTIONS

(a) (v) That the following teachers be appointed to the positions indicated, effective 1992 09 01, with salary according to the salary schedule:

Thomas O'Brien (Acting Head of Department - Technical)

Paul Wilson (Acting Head of Department - Technical)

(Replacements)

6. RETIREMENTS

(a) (i)

Stephen Coombs (S)

(ii)

Murray Robertson (E)

Joyce Scruton (E)

10. OTHER

(a) That the request of Michael Sampson to relinquish his position as Acting Head of Department - Technical and be returned to the position of Acting Assistant Head of Department - Technical, effective 1992 09 01, with salary according to schedule, be approved. (Replacement)

ADMINISTRATIVE INFORMATION

1. PROJECT INFORMATION

Page 1 of 1

This document is a summary of the project information.

2. PROJECT PURPOSE

The purpose of this project is to develop a new system for managing the company's financial data.

The system will be developed using the latest technology and will be designed to be easy to use and efficient.

The system will be developed using the latest technology and will be designed to be easy to use and efficient.

3. PROJECT SCOPE

The scope of this project is to develop a new system for managing the company's financial data.

The system will be developed using the latest technology and will be designed to be easy to use and efficient.

4. PROJECT BUDGET

The budget for this project is \$100,000. This includes the cost of the software, hardware, and personnel.

The system will be developed using the latest technology and will be designed to be easy to use and efficient.

The system will be developed using the latest technology and will be designed to be easy to use and efficient.

REQUESTS FOR "FOUR OVER FIVE" PLAN

(a) That approval be granted for the requests of the following teachers for a Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") of the Secondary School Collective Agreement, effective as shown:

Ruth Fisher, 1996 09 01 to 1997 06 30 (1996-97 School Year)
Ryan Scott, 1993 09 01 to 1994 06 30 (1993-94 School Year)

REQUIREMENTS FOR THE PLAN

(a) The applicant to provide the following information:
a. Name of the person or persons who are the owners of the property.
b. Address of the property.
c. Description of the property.
d. Description of the proposed use of the property.
e. Description of the proposed development of the property.
f. Description of the proposed improvement of the property.
g. Description of the proposed change of the property.

CA4 ON HBL W26
A36
1992

A G E N D A

PERSONNEL & ORGANIZATION COMMITTEE

1992 05 14

Confirmation of the minutes of the regular meeting of 1992 04 09.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Educational Assistant, S.A.L.E.P. Pages 1 to 5
2. Job Coach - Transitional Work Experience Program (T.W.E.P.) Pages 6 to 10
3. Report re Central Department Downsizing Plans Pages 11 to 14
4. Assigning of Responsibility for Race Relations to Affirmative Action/Employment Equity (Tabled at the 1992 04 23 Special Personnel and Organization Committee Meeting) Pages 15 to 17
5. Report re Role Description for the Position of Superintendent of Schools Pages 18 to 21

NEW BUSINESS:

1. Recommendations of the Director of Education Pages 22 to 23; and
Page 23A
2. (a) Staffing Report Page 24
(b) Report on Supply Teachers Pages 25 to 26

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education Pages 27 to 30; and
Pages 30A to 30B
2. Administrative Transfers (requested by Trustee Bishop)
3. Report re Selection of Elementary and Secondary Principals Page 31
4. Report of the Special Education Advisory Committee Page 32

URBAN MUNICIPAL
JUN 15 1992
GOV. DOCUMENTS

The Board of Education
for the City of Hamilton
100 Main St., West
Hamilton, Ontario

1992 05 14

The Chairman and Members
Personnel and Organization Committee
The Board of Education for the City of Hamilton

Ladies and Gentlemen:

Re: Educational Assistant S.A.L.E.P.

BACKGROUND

The SALEP Program attempts to meet the special needs of a select group of fourteen to fifteen year old students. Students that come before the S.A.L.E.P. subcommittee are generally suffering from very low self esteem because of a multitude of forces that have impinged on their lives. In order to reestablish a new level of confidence they require much individual assistance. Although these students appear to understand the goals of counselling while in the S.A.L.E.P. office, they have great difficulty transferring this knowledge to their efforts in the outside world (i.e. filling out application forms, job searching, etc.). The Educational Assistant provides practical assistance in the transition from office counselling to actual employment (see statistical report).

The concept and necessity of this position was presented to the S.A.L.E.P. Committee in the fall of 1988. The direction at that time was to prepare a role description for the next S.A.L.E.P. Committee Meeting. This was prepared and accepted at the meeting in the fall of 1989. (see role description). The Board gave approval for this position on January 18, 1990 and renewed the position for the 1991-92 school year.

UPDATE

Following is an update on the Educational Assistant's Role in the S.A.L.E.P. process.

Much of the role involves going out with the student, either individually or in small groups, in order to assist the student in obtaining a job. This requires both coaching and modeling on the part of the Educational Assistant.

The Educational Assistant:

- will follow up on the instructions that were given during group sessions,
- will assist the student in filling out application forms correctly,
- will accompany the student to a new educational alternative,
- will demonstrate how to respond appropriately in an interview situation, and
- will help the student in life skills endeavors such as obtaining a Social Insurance Number or Birth Certificate, opening up a bank account, etc.

Because of this recognized supervised approach and the resulting success of the students, we continue to establish working relationships with employers who are prepared to take a chance on these high risk students.

Similar strategies are used to help the student "bridge" the transition from the S.A.L.E.P. Job Search/Life Skills program to such community programs as the John Howard Society Employment Experience Program, Y.M.C.A., Winter W.O.W. Program and the various Youth Employment Programs.

UPDATE cont.

There is a great deal of paper work attached to the S.A.L.E.P. role. The Board must be able to authenticate which of its students are on S.A.L.E.P. in order to get the appropriate grants. Also every student who is working has to be covered by Workers' Compensation either through the Ministry of Education or through the Employer. The complicating factor to these two tasks is that every time a student on S.A.L.E.P. changes jobs, new forms have to be filled out and they all require multiple signatures. Because of the involvement of the Educational Assistant, we are better able to keep this important function under control. Examples of the aforementioned paper work include: Documents of Approval, Interim Contracts (Job Search/Life Skills), Workers' Compensation Agreement and Correspondence Application Forms.

An obvious need that has had to be addressed is the transitional difficulty students have in re-entering the school system after completing a S.A.L.E.P. program. In order to assist in this a Re-entry Assistance Program (R.A.P.) has been initiated. The Educational Assistant systematically withdraws support as the student successfully readjusts to the school setting. The Educational Assistant will do a follow up with students who have turned 16 and left school. Hopefully, this may encourage these students to return to school at a later date.

FINANCIAL IMPLICATIONS

The salary for a 35 hour week ranges from \$19,488 to \$20,944 on a yearly (40 week) basis using the present contract agreement. The Educational Assistant SALEP position is included in the 1992 Board approved Budget.

Recommendation:

It is recommended that the Educational Assistant SALEP position be continued for the 1992-93 school year.

Prepared by: Diane P. Sayers
Consultant, S.A.L.E.P.

F. Bryan Schofield
Co-ordinator of Adjustment

Submitted by: Elizabeth G. Bond
Superintendent of Program

Approved by: Keith A. Rielly
Director of Education and Secretary

**S.A.L.E.P. ASSISTANT
STATISTICAL REPORT (SEPTEMBER 1991 TO MARCH 1992)**

		Sept. 91	Oct. 91	Nov. 91	Dec. 91	Jan. 92	Feb. 92	Mar. 92
HOME CONTACTS	- PHONE	3	51	48	68	112	84	66
HOME VISITS		3	12	15	34	11	22	20
EMPLOYER CONTACTS	- PHONE	10	4	4	24	44	24	60
	- ON SITE	3	28	43	19	3	71	52
SCHOOL CONTACTS	- PHONE				6	15	4	1
SCHOOL VISITS				5	2		3	3
CONSULTATIONS	- SYSTEM	9	23	32	20	79	16	8
	- COMMUNITY				1			
CASE CONFERENCES	- SYSTEM					4		
	- COMMUNITY		1					1
OFFICE VISITS WITH STUDENT			2	1				1
JOB SEARCH IN COMMUNITY WITH STUDENT (COACHING)		1	8	5	3	4	10	2
NUMBER OF STUDENTS SERVICED		10	10	45	25	62	38	37

ROLE DESCRIPTION EDUCATIONAL ASSISTANT S.A.L.E.P.

1.0 Main Role Functions

1.1 Job Coaching

- To accept referrals from the SALEP Consultant, contracting for four sessions (one per week) for each student.
- To attend a transfer meeting with the SALEP Consultant and student where pertinent information is shared and the first coaching session is booked.
- To pick the student up at the appointed time for coaching in the community (morning session 9 a.m. to 12 noon; afternoon session 1:30 p.m. to 4:30 p.m.) then to assist the student with:
 - 1) physically getting to employers;
 - 2) giving verbal support and "how to" instructions;
 - 3) assisting the student with filling out application forms; and
 - 4) to model approaching the employer for students who need this added assistance.
- To assist the student in applying for Birth or Social Insurance Number documents when necessary.
- To record on the assessment check list, the skill level of the student per session.
- To set a date and time for the next session.
- To update the SALEP Consultant at weekly case management sessions.
- To attend an update and planning session with the SALEP Consultant, student and parent when, after the four coaching sessions, the student has still not found a job.

1.2 Collecting Contract Signatures

1.2.1 Interim and Document of Approval SALEP Contracts

- To contact the parents/guardians and students to sign approved SALEP Contracts as processed by the SALEP Committee.
- This may entail home visits, visits to parent's place of employment, appointments held at the Education Centre or meetings in the community as to the needs of the family.

1.2.2 Workers' Compensation Forms

- To contact the parents/guardians, students and employers to sign the necessary Work Education Agreements (note- this will be done in conjunction with the accompanying SALEP Contracts).
- When in contact with the employer, to do an on site assessment for appropriateness and safety of the work site. Any concerns are to be immediately reported to the SALEP Consultant.

1.3 Statistics

- To keep monthly statistics as to job accountability.

2.0 Other Assigned Duties

- To accept other duties as assigned by the Coordinator of Adjustment Services.
Assignments to date include:

2.1 RAP - Level I (Re-entry Assistance Program)

- To contact by phone, as per schedule, students who have returned to school, helping with problem solving techniques and a successful return.
- To contact the home school to confirm student's attendance and success.
- To discuss with the SALEP Consultant student problems that need to be addressed to the home school so that a plan of action is devised.

2.2 RAP - Level II (Re-Contact Assistance Program)

- To contact by phone, as per schedule, students who have turned 16 and left school, hoping to provide an information and contact source.
- To discuss with the SALEP Consultant any concerns/requests made by the student so that appropriate action can be designed and implemented.

2.3 Job Board

- To maintain, on a daily basis, a job board of available jobs that may be of interest to SALEP students.

2.4 Program Development

- To approach employers in the community with the Employer pamphlet in the hope of developing an employer base.

1.1. The first part of the report is devoted to a general description of the project and its objectives. It also includes a brief review of the literature on the subject.

1.2. The second part of the report describes the methodology used in the study. This includes a detailed account of the data collection procedures and the statistical methods employed for data analysis.

1.3. The third part of the report presents the results of the study. This section is divided into several sub-sections, each dealing with a different aspect of the findings. The results are presented in a clear and concise manner, with appropriate use of tables and figures.

1.4. The fourth part of the report discusses the implications of the findings. This section explores the theoretical and practical significance of the results and offers suggestions for further research. It also includes a conclusion that summarizes the main points of the report.

1.5. The fifth part of the report is a bibliography, which lists all the sources cited in the report. This section is organized alphabetically by author's name.

1.6. The sixth part of the report is an appendix, which contains supplementary material that is too large to include in the main body of the report. This may include raw data, detailed calculations, or additional figures.

1.7. The seventh part of the report is a list of abbreviations and symbols used throughout the report. This section is intended to help the reader understand the terminology used in the report.

The Hamilton Board of Education
for the City of Hamilton
100 Main St., West
Hamilton, Ontario

1992 05 14

Chairman and Members
Personnel & Organization Committee
Education Centre

Ladies & Gentlemen:

Re: Job Coach - Transitional Work Experience Program (T.W.E.P.)

BACKGROUND INFORMATION

The Transitional Work Experience Program is a "school to work" transition program which assists high school aged developmentally delayed and physically challenged students. School curricula for moderately and severely handicapped adolescents and young adults is changing. Recent trends have been away from specific curricular goals on the basis of developmental age, toward instruction of chronologically age-appropriate life skills students need to meet the demands of their community environments.

Moderately and severely handicapped individuals have difficulty generalizing skills from an artificially structured environment to the numerous natural environments with in the community. The Transitional Work experience Program is a major strategy for bridging these environments by providing actual work experiences in actual work settings.

The Program Statistics below indicate the increase in the number of students and employers in the Program over the past four years.

PROGRAM STATISTICS		
	# of Students	(approx.) # of Employers
1988 - 1989	5	12
1989 - 1990	17 (5 graduates)	25
1990 - 1991	14 (3 graduates)	35
1991 - 1992	16 (3 graduates)	45

RATIONALE

The Projected numbers below indicate students presently being considered for placements in the 1992-93 school year. This does not include new students who may enter the Program and may be appropriate for work experience. Where cooperative education programs in our secondary vocational schools have proven to be inappropriate for certain students, the Transitional Work Experience Program has been utilized to meet their needs. Additional vocational school students have been included in the 1992-93 projections.

CURRENT & PROJECTED SERVICE		
Schools	Current	Projected
Hill Park	5	4
Westdale	3	5
S.W.C.	3	5
Sherwood	2	2
Parkview	3	10 (with school staff assistance)
	16	28

FINANCIAL IMPLICATIONS

The salary for a 35 hour week ranges from \$22,480 to 24,730 on a yearly (40 week) basis. The Job Coach position is included in the 1992 Board approved budget.

RECOMMENDATION

It is recommended that the position of Job Coach , Transitional Work Experience Program (T.W.E.P.) be continued for the 1992/93 school year.

Prepared by: Susan Holden, Job Coach
Transitional Work Experience Program

Submitted by: Robert Adams
Coordinator, Special Education

Elizabeth G. Bond
Superintendent of Program

Approved by Keith A. Rielly,
Director of Education and Secretary

92/04/30
/pgb

TRANSITIONAL WORK EXPERIENCE PROGRAM

Job Bank

Current Employers - 21

Dial Courier	(6)	Motivation Ind. Equipment	(2)
Little Peoples Day Car	(4)	Multitech Sound Warehouse	(4)
Rays Place Cafe	(5)	Hamilton Board of Education	(4)
Robins Early Childhood Centre	(0)	Canadian Cancer Society(Empress Dr.)	(1)
Chedoke McMaster Hospital	(2)	Mike's Subs	(2)
City of Hamilton Garage	(5)	Cycle Clinic	(1)
Reilleys Food Processing	(9)	White Rose Nursery	(1)
The Royal Connaught Hotel	(6)	Bay City Paints	(1)
Dundurn Home Hardware	(3)	Versa Foods	(1)
Nevilles Furniture Shop	(1)	S.P.C.A.	(3)
McMaster Volunteers	(4)		

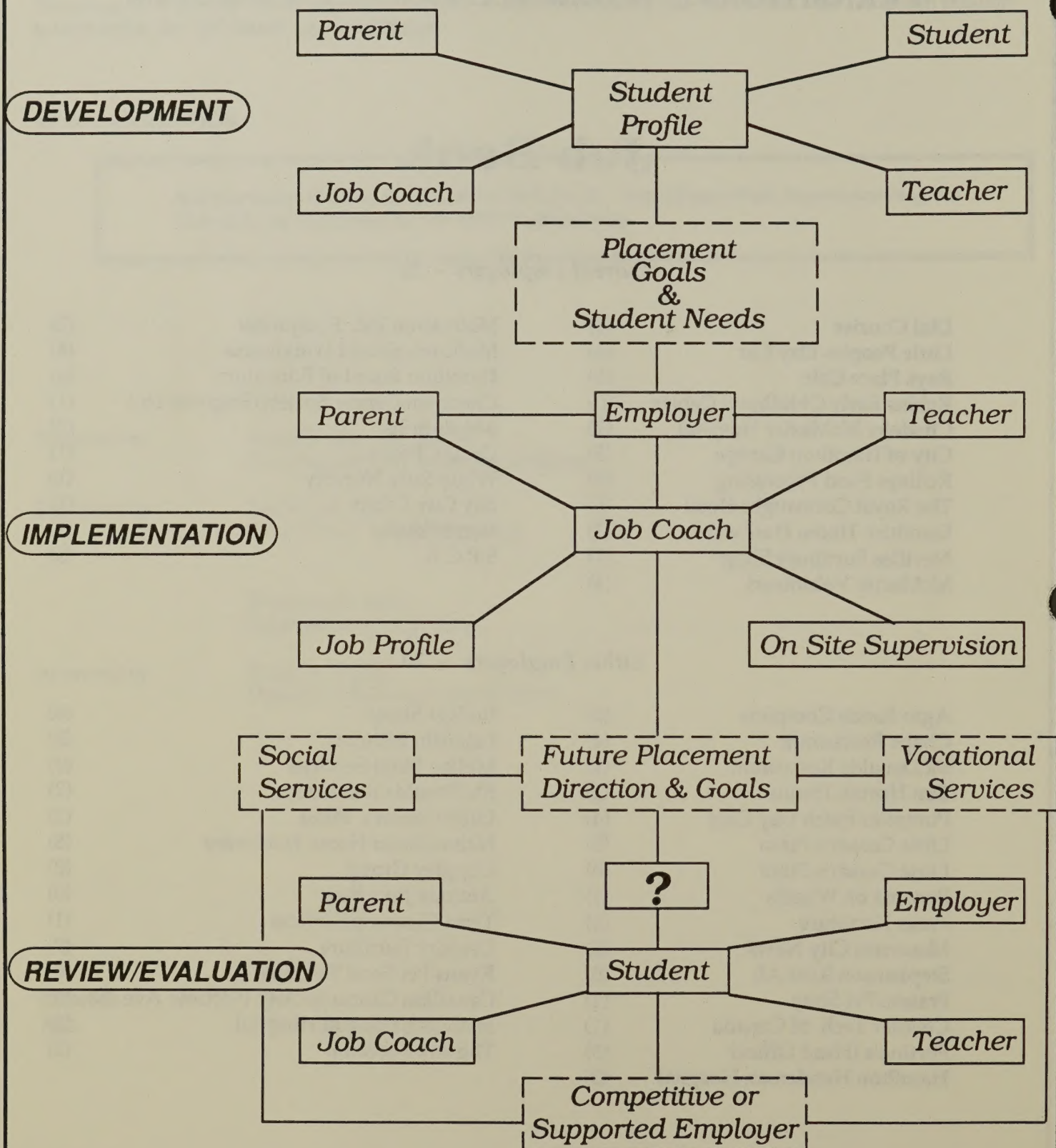
Other Employers - 29

Agro Foods Company	(2)	Budget Shoes	(0)
Chaps Restaurant	(4)	LeJardin Balloons	(0)
McDonalds Restaurant	(1)	Molley Maid Services	(0)
Tim Horton Donuts	(2)	McDonalds Restaurant	(2)
Pumpkin Patch Day Care	(4)	Little Ceasar's Pizza	(2)
Little Ceasar's Pizza	(3)	Nabourhood Home Hardware	(5)
Little Ceasar's Pizza	(0)	Coppley Group	(0)
Records on Wheels	(1)	Antique Juke Box	(0)
Parks Furniture	(4)	Terra Cleaning Services	(1)
Mountain City News	(0)	Century Furniture	(0)
Stephenson Rent All	(0)	Ryans Pet Food Terminal	(0)
Frasers Pet Shop	(1)	Canadian Cancer Society (Victoria Ave. N)	(0)
Cellular Tech. of Canada	(1)	Hamilton General Hospital	(0)
Fortino's (Head Office)	(3)	The Ark Pet Shop	(2)
Hamilton Henderson Hospital	(0)		

*NOTE:

NUMBER OF STUDENTS INVOLVED THROUGHOUT THE PROGRAM ARE INDICATED IN BRACKETS (0)

TRANSITIONAL WORK EXPERIENCE PROGRAM



- Ongoing communication throughout the entire process is maintained with the designated Board Liaison.

TRANSITIONAL WORK EXPERIENCE PROGRAM

ROLE DESCRIPTION

POSITION: JOB COACH

RESPONSIBLE TO: CO-ORDINATOR OF SPECIAL EDUCATION
DESIGNATED BOARD LIAISON

- 1) To promote the philosophy of employability as it pertains to the developmentally delayed and/or physically challenged.
- 2) **PUBLIC AWARENESS:** To promote greater awareness re: employability as it pertains to special needs students.
- 3) To become familiar with the nature and needs of the handicapped and individualized needs of the students involved.
- 4) To develop job markets for the special needs students through analysis of, and co-ordination with, the employment sector.
- 5) To develop open and ongoing lines of communication among all parties involved; parent, employers, teachers and current work experience programs.
- 6) To ensure co-ordination and completion of all necessary forms.
- 7) To provide on site assistance to employers and students with regular follow-up communication to teachers, parents and outside agencies.
- 8) To assist in formulation and evaluation of specific components of the life skills section, shown on Individual Pupil Program, I.P.P. (Vocational Skills).
- 9) To maintain communication with other area school boards, job coaches in the sharing of job banks.
- 10) To provide updated information to the Co-ordinator of Special Education Department and Designated Board Liaison.

THE UNIVERSITY OF MICHIGAN
EXPERIMENTAL PHYSICS

WAVE DESCRIPTION

RESEARCHER	DATE
LOCATION	LABORATORY
EXPERIMENTAL CONDITIONS	

1. The wave function $\psi(x,t)$ is a complex-valued function of position x and time t . It is the probability amplitude for finding a particle at position x at time t .
2. The wave function is normalized such that the total probability of finding the particle somewhere is 1. This is expressed as $\int_{-\infty}^{\infty} |\psi(x,t)|^2 dx = 1$.
3. The wave function satisfies the Schrödinger equation, which is a partial differential equation. For a single particle of mass m and energy E , the equation is $-\frac{\hbar^2}{2m} \frac{\partial^2 \psi}{\partial x^2} + V(x)\psi = E\psi$, where $V(x)$ is the potential energy.
4. The wave function can be decomposed into a sum of plane waves, each with a definite momentum p and energy E . This is done using Fourier transforms.
5. The wave function is a solution to the Schrödinger equation, which is a linear differential equation. This means that any linear combination of solutions is also a solution.
6. The wave function is a function of position and time, and it is a complex-valued function. The probability density is given by $|\psi(x,t)|^2$.
7. The wave function is a function of position and time, and it is a complex-valued function. The probability density is given by $|\psi(x,t)|^2$.
8. The wave function is a function of position and time, and it is a complex-valued function. The probability density is given by $|\psi(x,t)|^2$.
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10. The wave function is a function of position and time, and it is a complex-valued function. The probability density is given by $|\psi(x,t)|^2$.

Education Centre,
100 Main Street West,
Hamilton, Ontario.
1992 05 14

To the Chairman and Members,
Personnel and Organization Committee,
Hamilton Board of Education.

Ladies and Gentlemen:

Re: Central Department Downsizing Plan

In approving the 1992 Budget, Senior Management was directed to reduce by 10% permanent administrative support staff (non-academic) in the following Central Departments: Finance, Human Resources, Information Management Services, Plant, Program and the Office of the Director.

Budget expenditures were reduced accordingly to reflect an anticipated payroll savings of \$240,000 in 1992, representing \$720,000 on an annual basis. In addition, severe restrictions have been placed on the use of temporary and casual staff in central departments in keeping with other budgetary decisions.

Downsizing procedures were developed by Senior Management through consultation with the Board and employee groups.

Preliminary plans were formulated internally by individual departments, and recommendations on redundant positions submitted to the Office of the Director. Preliminary submissions were then reviewed by Senior Management, and a final plan approved by the Office of the Director. A list of positions declared redundant under the Management Plan is attached.

Using the agreed upon downsizing procedures, the staff reduction plan is currently being implemented in the departments. Every effort has been made to achieve as many reductions as possible through normal attrition. Incumbents in positions declared redundant for June 30, 1992 have been notified. Affected employees have been given the opportunity, in accordance with their qualifications and length of service, to transfer to other positions. The resulting "bumping" procedures regrettably means that a number of employees will be displaced from their current positions as of June 30th, and several will face the possibility of layoff from employment. It is hoped that the response by June 30th to the Board's offer of early retirement incentives may help to save jobs for some of those people facing possible layoff. Updated information on employee transfers and possible layoffs under the implementation of the plan will be presented to the Personnel and Organization Committee on May 14th.

... Cont'd

The size of the staff reductions will affect department services and employees. The core duties of some redundant positions will have to be reassigned to other staff as additional work. Roles and responsibilities will have to be redefined to accommodate the necessary adjustments. As a result, it is expected that remaining employees will experience increased workloads and greater job stress. Some central services may have to be modified, reduced or deleted. Departments will have to review present processes to streamline administrative procedures, and to upgrade computer systems and technology. All of these things will be happening at a time when expectations and demands on Central Departments for information and services are increasing.

As more becomes known about the implications of downsizing central staff, Senior Management will bring further reports to the Board as necessary.

Recommendation:

That this report on the implementation of the Management Plan to downsize the staff complement in Central Departments be received for information.
--

Prepared by: Bruce Sinclair, Superintendent of Human Resources

Submitted and Approved by: Keith A. Rielly, Director of Education and Secretary

CENTRAL DEPARTMENT DOWNSIZING

<u>List of Position Reductions</u>	<u>F.T.E.</u>	<u>1992</u>	<u>Savings</u> <u>Annual</u>
1. <u>Office of the Director of Education and Secretary</u>			
Administrative Assistant	1.0	\$60,000	\$60,000
Present Complement:	10.0		
Revised Complement:	9.0		
2. <u>Finance Department</u>			
Accounting Supervisor	1.0	\$60,000	\$60,000
Purchase Order Typist	1.0	20,000	27,000
Rentals Clerk	.2	6,000	6,000
Stage Technician	.5	8,500	17,000
Property Clerk	1.0	14,000	28,000
2 positions	2.0	0	98,000
	5.7	\$108,500	\$236,000
Present Complement:	56.0		
Revised Complement:	50.3		
3. <u>Human Resources Department</u>			
Collective Bargaining Analyst	.2	0	\$6,696
Employment Equity Co-ordinator	.2	0	8,972
*Race Relations Consultant	1.0	26,960	67,400
Receptionist	.4	4,313	8,625
Human Resources Clerk	1.0	13,352	26,703
**Position to be Determined	1.0	10,000	30,000
	3.8	\$54,625	\$148,396
Present Complement:	29.0		
Revised Complement:	25.2		

* This position was eliminated by a different motion by the trustees

** Additional Position to be confirmed by September 1, 1992

4. Information Management Services Department

Programmer	1.0	\$40,000	\$40,000
Programmer	1.0	20,000	40,000
Word Processing Operator	1.0	14,000	28,000
Library Clerk (Paikin Library)	1.0	12,500	25,000
Switchboard Operator (Ed. Centre)	0.5	6,750	13,500
Equipment Repair Clerk	1.0	13,000	26,000
Clerk-Typist (Research)	0.5	6,750	13,500
*Secretary (Superintendent)	1.0	17,500	33,000
*Superintendent	1.0	47,000	94,000
	8.0	\$177,500	\$313,000

Present Complement: 64**Revised Complement: 56**

*NOTE: These positions were eliminated by a different motion by the trustees

5. Plant Department

Control Mechanic	1.0	\$34,210	\$34,210
Carpentry Mechanic	3.0	102,600	102,600
Burner Mechanic	1.0	25,600	34,210
Asbestos Foreman	1.0	43,000	43,000
*Position to be determined	1.0	17,100	34,210
	7.0	\$222,510	\$248,230

Present Complement: 65**Revised Complement: 58**

*Additional Position to be confirmed by September 1, 1992

6. Program Department

Secretary - Curriculum	1.0	\$18,159	\$36,318
Secretary - Special Education	1.0	15,587	31,173
Clerk-Typist - Curriculum	.2	2,755	5,609
Secretary - Curriculum	.2	2,755	5,509
OSR Clerk - Student Services	.4	5,935	11,871
Clerk - Kit Services	1.0	12,538	25,076
	3.8	\$57,729	\$115,556

Present Complement: 38.7**Revised Complement: 34.9****TOTALS****29.3****\$680,864****\$1,121,182**

Education Centre,
100 Main Street West,
Hamilton, Ontario.
1992 05 14

To the Chairman and Members,
Personnel and Organization Committee,
Hamilton Board of Education.

Ladies and Gentlemen:

Re: Race Relations and Ethnocultural Equity

At the special Personnel and Organization meeting on April 23rd, the following matter was tabled until the May 14th meeting:

That the position of Affirmative Action/Employment Equity be posted and that the responsibilities for Race Relations and Ethnocultural Equity be assigned to this officer.

This motion to provide part-time resources to the Race Relations Program was made after the position of Race Relations Consultant was eliminated during Budget Review.

This action together with the Central Department Downsizing Plan means the Human Resources Department (H.R.D.) faces a reduction of 3.8 positions or 13% of the staff complement. Within the 1992 Budget allocation and its revised staffing plan, H.R.D. has allocated a single resource position to cover responsibilities associated with both the race relations and affirmative action/employment equity programs. When the previous incumbent resigned, the position of Affirmative Action/Employment Equity Coordinator was left vacant until the Budget was approved.

The Board as a major centre of socialization has a major influence in the community on the social attitudes, interaction and learning of all students. The race relations and ethnocultural policy is designed to help eliminate racial intolerance, remove racial disadvantages, and promote fair and equitable treatment for all people regardless of race and ethnicity.

The success of the program is critical to the Board's goals to promote racial and ethnocultural equity within its schools and the community, and improve the system's ability to respond appropriately to racial tensions and conflict. The importance of the program necessitates the assignment of a resource person to:

1. give leadership in translating the policy for promoting racial and cultural equity into programs and practices;
2. recognize that the implementation of the policy represents a major organization change and developmental process characterized by incremental changes over a period of time in the performance and attitudes of people;
3. ensure clearly outlined goals and time frames are established for implementation;
4. provide for effective communications regarding policy and program;
5. develop effective monitoring, evaluation and reporting processes.

A resource person will be needed to coordinate the major activities planned for the race relations program during the 1992-93 school year:

- providing in-service awareness for staff, and specific skills training for those in leadership roles;
- establishing race relations objectives within area/school plans;
- reviewing curriculum content and resources to eliminate bias and stereotyping;
- communicating program objectives and progress to staff, students, parents and community.

Although accountability for implementation is primarily a line responsibility, notably senior officials and principals, the scope and complexity of the program requires it to have adequate resources. Necessary funds to support implementation will have to be found mainly from existing area and school budgets. If adequate resources are not provided, implementation plans may have to be revised to realistically reflect what can be accomplished during the next school year.

At the same time, employment equity requires resources to provide continued program development relating to:

- the integration of employment equity goals into employment policies, practices and procedures;
- the monitoring and reporting on progress towards achieving a workforce more representative of the community (applicant tracking, goals and timetables);
- the investigation and resolution of human rights complaints within the workplace;
- in-service training, advice and information on employment equity issues.

Although not ideal, the sharing of resources between Race Relations and Employment Equity Programs would represent an alternative at a time when administrative costs must be reduced. This arrangement would only be manageable within a broader concept of shared leadership and line responsibility for program implementation.

Expected provincial legislative initiatives mandating school board programs in both fields (race relations and employment equity) provide further support for the assignment of adequate resources to these programs.

Recommendation:

That the position of Affirmative Action/Employment Equity Coordinator incorporating responsibilities for the race relations program be posted.

Prepared and Submitted by:

Bruce Sinclair, Superintendent of Human Resources

Approved by:

Keith A. Rielly, Director of Education and Secretary

**Position of
AFFIRMATIVE ACTION/EMPLOYMENT EQUITY COORDINATOR
(Approved by Board October, 1991)**

A. Affirmative Action/Employment Equity Program

- Develop and direct the implementation of the program in accordance with the Board's policy.
- Generate and analyze statistical data relating to the Affirmative Action/Employment Equity Program, including the Applicant Tracking process.
- Develop, monitor and report on goals and timetables to achieve more equitable balance in all occupational groups.
- Prepare reports for the Board's Affirmative Action Committee and the Ministry of Education on the progress of the Affirmative Action/Employment Equity Program.
- Responsible for procedures and training pertaining to the Policy Against Harassment; coordinate work of Facilitators and Factfinders; liaise with outside agencies and officials; handle harassment complaints and maintain confidential files.
- Co-ordinate procedures relating to the investigation and resolution of human rights complaints within the workplace.
- Ensure hiring, training, transfer, promotion, performance appraisals and other working conditions are consistent with equity principles, and review policies and practices as required.
- Responsible for in-service and training on selection procedures and other H.R. programs in relation to Employment Equity goals.
- Direct the integration of Employment Equity goals into operating policies, procedures and practices.

B. Summary of Additional Duties Proposed Under the Race Relations/Ethnocultural Equity Program

- Provide coordination and support services under the program for superintendents, principals, supervisors, teaching, support staff and advisory committee.
- Compile and disseminate race relations and ethnocultural equity materials and information to trustees, staff and community members in support of system, area, school and department initiatives.
- Act as a liaison for the Board on race relations and ethnocultural equity initiatives and issues with the media, community organizations, committees, Ministry of Education, provincial and federal agencies.
- Coordinate the design, development and implementation of in-service training opportunities for trustees, staff, students, parents and community members in support of specific area, school and department goals.
- Facilitate resolution within the system to complaints about racial/ethnic discrimination from staff, students, parents and community members and/or groups in compliance with Board policy.

Hamilton Board of Education
100 Main Street West
Hamilton, Ontario
L8N 3L1

1992 05 14

To the Chairman and Members
Personnel and Organization Committee
Education Centre
Hamilton, Ontario

Ladies and Gentlemen:

Re: Role Description for the Position of Superintendent of Schools

The following role description of the Superintendent of Schools is taken from the posting for the position of Superintendent of Schools, 1989 05 01.

Recommendation:

THAT THIS REPORT BE RECEIVED FOR INFORMATION.

Prepared by: A. L. Stockwell, Associate Director of Education
Submitted by: A. L. Stockwell, Associate Director of Education
Approved by: K. A. Rielly, Director of Education and Secretary of the Board

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encl.

SUPERINTENDENT OF SCHOOLS

The Superintendent of Schools has a key role in the Hamilton System's decentralized model. This person will interact directly with principals, parents, trustees, community groups and other superintendents. He/she will report directly to the Associate Director and will be responsible for the supervision and evaluation of all staff assigned to an Area.

Job Description:

1. Human Resources

Each Superintendent of Schools needs to function within the philosophical and procedural framework co-ordinated by the Superintendent of Human Resources to:

- work in conjunction with principals, other Superintendents of Schools and the Associate Director to develop an Area Human Resources plan within the context of system directions;
- work with the Superintendent of Human Resources to maintain the Collective Agreement;
- assist in providing enrolment, accommodation and staff forecasting for the Superintendent of Information Management.

2. Program

Effectiveness can only be achieved when programs which are developed and resources which are available truly meet school needs. Facilitating the interaction among those responsible for program review, development and implementation is a key accountability of the Superintendent of Schools. It is necessary to:

- meet with the Superintendent of Program to mutually determine future directions, consider Ministry of Education guidelines, and understand Board documents;
- be responsible for the monitoring, implementation, evaluation and consolidation of regular and special program initiatives;
- develop an overall plan for program implementation based upon needs of principals and teachers;
- give direction and assistance to program implementation teams. Their in-service will be the responsibility of Central Office;
- be responsible for the identification and development of special programs, their locations and appropriate resources;
- select consultants according to the area needs in consultation with principals, other Superintendents of Schools and the Superintendent of Human Resources;
- provide input to the Superintendent of Program relative to design and review of program;

- have responsibility for standardized tests, where appropriate.

3. Professional Growth and Development

Each Superintendent of Schools will be responsible for the effectiveness of staff who work in the Area.

i) Performance Review:

- supervise and monitor evaluation of all personnel in the Area
- be directly responsible for evaluation procedures for principals and vice-principals
- oversee program implementation in Area schools
- monitor the evaluation of teachers, department heads and consultant staff
- be actively involved in evaluation of candidates for promotion
- evaluate and make recommendations regarding teachers under review

ii) Staff Development

- identify and encourage, within budget limitations, personnel in the Area who would benefit from specific Staff Development programs
- encourage the establishment of school Staff Development committees to consider, recommend and develop programs to meet the needs of staff
- participate in Board Staff Development programs
- monitor impact of Staff Development programs on Area personnel
- give encouragement/direction regarding system-wide needs
- co-operate with the Program Leader, Staff Development, in system initiatives

iii) Professional Development

- request, allocate and monitor all Professional Development budget in ways that are consistent with Area and school staff development plans
- ensure that an appropriate budget for education and continued professional growth of the Superintendent of Schools is determined in conjunction with the Associate Director
- ensure appropriate in-service as it applies to program implementation

4. Plant

- meet with the Superintendent of Plant and other Superintendents of Schools to discuss and determine Area needs within the system priorities;
- review accommodation needs in the Area and advise on long-term trends and directions;
- make recommendations regarding the maintenance, modification and renewal of schools and grounds in co-operation with the appropriate principals, foremen and supervisor.

5. Financial

- allocate financial resources to Area schools based upon a responsible, clearly articulated set of guidelines;
- plan a process to include both short-term (1-2 years) and long-term (4-5 years) setting of priorities;
- work with appropriate personnel within established financial guidelines to rank order budget priorities for repairs, permanent improvements, supplies and equipment;
- meet regularly with the Plant foreman to ensure implementation of approved budget items.

6. Special Education

- establish Area direction in conjunction with Superintendent of Program;
- consult with the Superintendent of Program about program modification and development. It is the responsibility of the Superintendent to effect appropriate changes;
- assist in implementation and supervision of programs and personnel
- work with the team of consultants to deliver approved new programs and initiatives;
- encourage support staff in their in-service with the Superintendent of Program.

7. Administration/Communication

- manage on-going, effective communication with the community, parents, school staff, Board personnel and trustees;
- ensure regular meetings among Superintendents of Schools to review Area application of system priorities and to co-ordinate planning of staffing, professional development, staff development and program functions;
- set goals and objectives with principals in a Manager's Letter;
- ensure all Board policies are put into place.

Qualification:

Ontario Supervisory Officers' Certificate or equivalent in accordance with Ontario Regulation 276.

1. The first section of the report discusses the background of the project and the objectives of the study. It also outlines the scope of the work and the limitations of the study.

2. The second section of the report describes the methodology used in the study. It includes a detailed description of the data collection methods, the sample size, and the statistical techniques used to analyze the data.

3. The third section of the report presents the results of the study. It includes a summary of the findings and a discussion of the implications of the results.

4. The fourth section of the report discusses the conclusions of the study and provides recommendations for future research.

5. The fifth section of the report provides a detailed description of the data collection methods used in the study. It includes a description of the survey instrument, the sampling method, and the data management system.

6. The sixth section of the report presents the results of the data analysis. It includes a summary of the findings and a discussion of the implications of the results.

7. The seventh section of the report discusses the conclusions of the study and provides recommendations for future research.

8. The eighth section of the report provides a detailed description of the data collection methods used in the study. It includes a description of the survey instrument, the sampling method, and the data management system.

9. The ninth section of the report presents the results of the data analysis. It includes a summary of the findings and a discussion of the implications of the results.

10. The tenth section of the report discusses the conclusions of the study and provides recommendations for future research.

11. The eleventh section of the report provides a detailed description of the data collection methods used in the study. It includes a description of the survey instrument, the sampling method, and the data management system.

12. The twelfth section of the report presents the results of the data analysis. It includes a summary of the findings and a discussion of the implications of the results.

13. The thirteenth section of the report discusses the conclusions of the study and provides recommendations for future research.

14. The fourteenth section of the report provides a detailed description of the data collection methods used in the study. It includes a description of the survey instrument, the sampling method, and the data management system.

15. The fifteenth section of the report presents the results of the data analysis. It includes a summary of the findings and a discussion of the implications of the results.

16. The sixteenth section of the report discusses the conclusions of the study and provides recommendations for future research.

Education Centre
100 Main Street West
Hamilton, Ontario
1992 05 14

To the Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. **PROBATIONARY STAFF APPOINTMENTS** - Nil

2. **PERMANENT STAFF APPOINTMENTS** - Nil

3. **PROMOTIONS** - Nil

4. **INTERNAL APPOINTMENTS** - Nil

5. **TIMETABLE CHANGES** - Nil

6. **RETIREMENTS**

(a) That the resignations of the following staff for the purpose of retirement from the position stated, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Doris Cooper (Cleaner, Cleaning Staff), 1992 10 31

Rita Morris (Cleaner, Cleaning Staff), 1992 09 30

7. **LEAVING EMPLOYMENT**

(a) That the date for the following staff to leave the employ of the Board be approved:

Linda Slade (Senior Employment Officer, Administrative Staff), 1992 05 22

8. **LEAVES**

Leave of Absence - Date Change

(a) That the effective date of the Leave of Absence granted to the following staff at a previous meeting be changed as shown:

Gail Christmas (Administrative Staff), 1992 04 21 to 1992 09 21

Return from Leave of Absence

(a) That the following staff be returned from their Leaves of Absence, effective as shown:

Barbara Murdoch (Clerical and Technical Staff), 1992 04 23

Doris Thomsen-Griffin (Clerical and Technical Staff), 1992 05 04

9. OCCASIONAL STAFF APPOINTMENTS - Nil

10. OTHERS - Nil

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

jat

ADDED RECOMMENDATIONS

GENERAL

3. PROMOTIONS

(a) (i) That the following teachers be appointed to the position of Co-ordinator, for a five year term, effective 1992 09 01 to 1997 08 31, with salary according to the salary schedule:

Carol Ramberan (Transition Years)

Avanell Scherer (Business/Co-operative Education)

Shelagh Simpson (Early Years)

Mary Jean Tyczynski (Formative Years)

(Replacements)

(ii) That Wendy Hutton be appointed to the position of Special Education Liaison Consultant (Care, Treatment & Correctional Programs: C.T.C.- Section 31 Programs), effective 1992 09 01 to 1993 06 30, with salary according to the salary schedule. (This appointment is subject to Ministry of Education funding and shall be reviewed annually).

(Replacement)

6. RETIREMENTS

(a)

William Apps (Caretaker, Caretaking and Maintenance Staff), 1992 08 04

Lorienne Horning (Cleaner, Cleaning Staff), 1992 05 29

Catherine Miller (Cook, Caretaking and Maintenance Staff), 1992 06 30

Margaret Whipp (Kit Services Clerk, Clerical and Technical Staff), 1992 06 26

(a)(i) That the resignation of the following staff for the purpose of retirement from the position stated be accepted with regret:

Jean Currie (Science Technician, Clerical and Technical Staff), 1992 12 31

8. LEAVES

(a) That the effective date of the request of Gail Christmas (Administrative Staff) for a Leave of Absence in clause 8 (a) be changed to 1992 04 20 to 1992 09 25.

1. The first part of the report is a summary of the work done during the last year. It includes a list of the projects completed and a brief description of the results achieved.

2. Results

The results of the work done during the last year are as follows: (a) The first project, which was to design a new type of machine, has been completed. The machine has been built and tested, and the results have been very satisfactory. (b) The second project, which was to design a new type of machine, has also been completed. The machine has been built and tested, and the results have been very satisfactory. (c) The third project, which was to design a new type of machine, has also been completed. The machine has been built and tested, and the results have been very satisfactory.

The results of the work done during the last year are as follows: (a) The first project, which was to design a new type of machine, has been completed. The machine has been built and tested, and the results have been very satisfactory. (b) The second project, which was to design a new type of machine, has also been completed. The machine has been built and tested, and the results have been very satisfactory. (c) The third project, which was to design a new type of machine, has also been completed. The machine has been built and tested, and the results have been very satisfactory.

3. Conclusions

The results of the work done during the last year are as follows: (a) The first project, which was to design a new type of machine, has been completed. The machine has been built and tested, and the results have been very satisfactory. (b) The second project, which was to design a new type of machine, has also been completed. The machine has been built and tested, and the results have been very satisfactory. (c) The third project, which was to design a new type of machine, has also been completed. The machine has been built and tested, and the results have been very satisfactory.

4. References

The results of the work done during the last year are as follows: (a) The first project, which was to design a new type of machine, has been completed. The machine has been built and tested, and the results have been very satisfactory. (b) The second project, which was to design a new type of machine, has also been completed. The machine has been built and tested, and the results have been very satisfactory. (c) The third project, which was to design a new type of machine, has also been completed. The machine has been built and tested, and the results have been very satisfactory.

- FULL TIME EQUIVALENT POSITIONS

EPT	1991 ACTUALS			1992 ACTUALS			1991 BUDGET					
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	BUDGET
487.04	486.71	486.71	486.71	485.71	485.71	485.71	485.71					486.04
66.67	66.67	66.67	66.67	66.67	66.67	66.67	66.67					66.67
1,661.85	1,659.75	1,659.75	1,659.75	1,662.25	1,662.25	1,664.25	1,664.25					1,651.25
849.34	850.67	850.67	850.67	850.67	858.33	858.33	858.33					850.50
107.67	107.67	107.67	107.67	107.67	108.67	108.67	108.67					116.17
34.00	34.00	34.00	34.00	34.00	34.00	34.00	34.00					34.00
16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00					16.00
14.67	14.67	14.67	14.67	14.67	14.67	14.67	14.67					13.67
116.36	118.07	118.50	118.50	118.50	118.50	118.71	118.71					113.57
7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00					7.00
2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00					2.14
16.71	16.71	16.71	16.71	16.71	16.71	16.71	16.71					17.68
221.50	221.50	223.50	223.50	223.50	224.50	224.50	224.50					216.50
6.56	6.56	6.56	6.56	6.56	6.27	6.27	6.27					6.56
217.00	217.00	219.00	219.00	219.00	220.00	220.00	219.00					218.00
364.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00					364.00
41.75	41.75	41.75	41.75	42.75	42.75	42.75	42.75					42.75
0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33					0.33
												0.50
4,230.45	4,227.06	4,231.49	4,231.49	4,233.99	4,244.36	4,246.57	4,245.57					4,223.33
4,852	4,855	4,861	4,861	4,864	4,873	4,876	4,875					4,836
16,390	16,564	16,618	16,618	16,618	16,645	16,645	16,645					15,700
* 26,121	26,091	26,140	26,111	26,101	25,979	25,944	25,953					** 26,002
* 13,028	12,697	12,428	12,328	12,209	12,595	12,320	12,046					** 12,785
* 1,118	1,047	995	950	937	1,048	1,009	947					** 1,161
* 401	390	387	382	379	388	389	385					** 414
* 154	159	160	160	162	166	167	167					** 178
* 40,822	40,384	40,110	39,931	39,788	40,176	39,829	39,498					** 40,540

ACQUISITION OF A COMPANY

1. INTRODUCTION

The purpose of this report is to provide a detailed analysis of the acquisition of a company. The report will cover the following areas:

- 1.1. Background of the company
- 1.2. Reasons for acquisition
- 1.3. Method of acquisition
- 1.4. Financial aspects
- 1.5. Legal aspects
- 1.6. Operational aspects
- 1.7. Human resources
- 1.8. Marketing and sales
- 1.9. Research and development
- 1.10. Conclusion

2. BACKGROUND OF THE COMPANY

The company was founded in 1980 and has since then grown steadily. It is currently one of the leading companies in its industry. The company's main products are...

The company's financial performance has been strong over the past few years. It has achieved a steady increase in sales and profits. The company's market share is also growing...

3. REASONS FOR ACQUISITION

The company is being acquired for several reasons. The first reason is that the company has a strong market position and a large customer base. The second reason is that the company has a strong financial performance...

STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

	DECEMBER 31st ACTUAL												1991 ACTUALS					1992 ACTUALS				1991 BUDGET			
	1985	1986	1987	1988	1989	1990	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG							
Admin & Support Staff	403.97	419.37	432.24	470.64	492.54	493.54	487.04	486.71	486.71	486.71	485.71	485.71	485.71	485.71	485.71										486.04
Co-ordinators/Consultants	75.50	76.00	78.00	76.67	76.67	75.67	66.67	66.67	66.67	66.67	66.67	66.67	66.67	66.67	66.67										66.67
Teachers - Elementary	1,317.25	1,362.95	1,414.75	1,498.45	1,592.15	1,628.35	1,661.85	1,659.75	1,659.75	1,659.75	1,662.25	1,662.25	1,662.25	1,664.25	1,664.25										1,651.25
Secondary - Composite	750.83	732.67	741.83	757.50	795.00	841.00	849.34	850.67	850.67	850.67	850.67	858.33	858.33	858.33	858.33										850.50
- Vocational	168.67	159.83	160.90	160.07	146.00	116.67	107.67	107.67	107.67	107.67	107.67	108.67	108.67	108.67	108.67										116.17
- Vanier	29.00	31.00	31.50	33.00	34.00	33.50	34.00	34.00	34.00	34.00	34.00	34.00	34.00	34.00	34.00										34.00
Elementary TR	39.00	34.00	29.00	26.00	24.00	20.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00										16.00
Secondary TR	4.00	6.00	7.00	8.00	7.00	9.67	14.67	14.67	14.67	14.67	14.67	14.67	14.67	14.67	14.67										13.67
Lunchroom - Elementary	68.60	78.40	92.80	102.90	115.10	112.30	116.36	118.07	118.50	118.50	118.50	118.50	118.50	118.71	118.71										113.57
- Secondary	7.00	7.30	7.30	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00										7.00
- Vocational	3.30	3.10	3.10	3.10	2.60	2.14	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00										2.14
Bus Supervisors	6.40	12.10	13.90	14.40	16.50	17.68	16.71	16.71	16.71	16.71	16.71	16.71	16.71	16.71	16.71										17.68
Educational Assistants	123.50	139.00	155.00	173.00	217.50	221.50	221.50	221.50	223.50	223.50	223.50	224.50	224.50	224.50	224.50										216.50
Lunchroom Assistants	1.97	5.14	5.71	6.00	6.43	6.56	6.56	6.56	6.56	6.56	6.56	6.27	6.27	6.27	6.27										6.56
Ctrrs/Maint/Whs/Asbestos	209.00	210.00	210.00	217.00	218.00	220.00	217.00	217.00	219.00	219.00	219.00	220.00	220.00	220.00	219.00										218.00
Cleaners/Cooks	325.00	330.00	333.00	340.00	347.00	351.00	364.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00										364.00
Staff On Loan - Teachers	30.42	29.55	34.25	34.92	33.92	41.25	41.75	41.75	41.75	41.75	42.75	42.75	42.75	42.75	42.75										42.75
- Consultants				0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33										0.33
- Clerical						0.50																			0.50
Full Time Equiv. Positions	3,563.41	3,636.41	3,750.28	3,928.98	4,131.74	4,198.66	4,230.45	4,227.06	4,231.49	4,231.49	4,233.99	4,244.36	4,246.57	4,245.57	4,245.57										4,223.33
Number Of Employees						4,805	4,852	4,855	4,861	4,861	4,864	4,873	4,876	4,875	4,875										4,836
Lunchroom Enrolment	9,000 est	12,000 est	13,000 est	14,000 est	15,000 est	15,571	16,390	16,564	16,618	16,618	16,618	16,645	16,645	16,645	16,645										15,700
Enrolment - Elementary	* 24,543	* 24,682	* 24,741	* 25,007	* 25,474	* 25,811	* 26,121	26,091	26,140	26,111	26,101	25,979	25,944	25,953	25,953										** 26,002
- Sec Composite	* 12,431	* 11,928	* 12,171	* 12,213	* 12,354	* 12,707	* 13,028	12,697	12,428	12,328	12,209	12,595	12,320	12,046	12,046										** 12,785
- Sec Vocational	* 1,942	* 1,794	* 1,698	* 1,598	* 1,453	* 1,189	* 1,118	1,047	995	950	937	1,048	1,009	947	947										** 1,161
- Sec Vanier	* 375	* 400	* 400	* 407	* 400	* 399	* 401	390	387	382	379	388	389	385	385										** 414
- T. R.	* 286	* 262	* 243	* 210	* 193	* 178	* 154	159	160	160	162	166	167	167	167										** 178
- TOTAL	* 39,577	* 39,066	* 39,253	* 39,435	* 39,874	* 40,284	* 40,822	40,384	40,110	39,931	39,788	40,176	39,829	39,498	39,498										** 40,540

* September 30th Enrolments

** September 30th Enrolment Estimates

Prepared by Human Resources

May 14, 1992

REPORT OF SUPPLY TEACHER USAGE - TOTAL TO MAR.31, 1992

SECONDARY													
	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	Personal Leave Days/ Contract	Total Days	\$ Expense	Long Term Occasional	Total Expense	Teaching Days
JANUARY	189.0	30.5	21.5	25.5	3.0	1.0	51.5	5.0	327.0	34,300	29,516	63,816	17
FEBRUARY	302.0	44.5	44.5	18.5	.5	4.0	55.5	19.0	488.5	50,649	12,845	63,494	20
MARCH	218.0	19.0	14.0	12.0	1.0	2.0	54.5	47.0	367.5	38,008	23,549	61,557	17
APRIL													20
MAY													19
JUNE													16
JULY													
AUGUST													
SEPTEMBER													
OCTOBER													
NOVEMBER													
DECEMBER													
TOTALS	709.0	94.0	80.0	56.0	4.5	7.0	161.5	71.0	1183.0	122,957	65,910	188,867	
% Of Total	59.9	7.9	6.8	4.7	0.4	0.6	13.7	6.0					

ELEMENTARY													
	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	Personal Leave Days/ Contract	Total Days	\$ Expense	Long Term Occasional	Total Expense	Teaching Days
JANUARY	1125.0	89.5	38.0	97.5	55.5	12.5	80.0		1498.0	159,684	62,359	222,043	19
FEBRUARY	1408.5	19.5	14.0	32.0	45.5	17.5	146.0		1683.0	179,929	66,550	246,479	20
MARCH	1069.0	3.5	7.0	18.0	33.0	5.5	65.5		1201.5	127,809	75,276	203,085	16
APRIL													20
MAY													19
JUNE													18
JULY													
AUGUST													
SEPTEMBER													
OCTOBER													
NOVEMBER													
DECEMBER													
TOTALS	3602.5	112.5	59.0	147.5	134.0	35.5	291.5		4382.5	467,422	204,185	671,607	
% Of Total	82.2	2.6	1.3	3.4	3.1	0.8	6.7						

REPORT OF SUPPLY TEACHER USAGE - TOTAL TO MAR. 31, 1992

SECONDARY & ELEMENTARY													
	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	Personal Leave Days/ Contract	Total Days	\$ Expense	Long Term Occasional	Total Expense	1991 1992 % Spent % Spent
JANUARY	1314.0	120.0	59.5	123.0	58.5	13.5	131.5	5.0	1825.0	193,984	91,875	285,859	
FEBRUARY	1710.5	64.0	58.5	50.5	46.0	21.5	201.5	19.0	2171.5	230,578	79,395	309,973	
MARCH	1287.0	22.5	21.0	30.0	34.0	7.5	120.0	47.0	1569.0	165,817	98,825	264,642	
APRIL													
MAY													
JUNE													
JULY													
AUGUST													
SEPTEMBER													
OCTOBER													
NOVEMBER													
DECEMBER													88.4
TOTALS	4311.5	206.5	139.0	203.5	138.5	42.5	453.0	71.0	5565.5	590,379	270,095	860,474	34.3
% Of Total	77.5	3.7	2.5	3.7	2.5	0.8	8.1	1.3					

1992 BUDGET \$2,510,000

Education Centre
100 Main Street West
Hamilton, Ontario
1992 05 14

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS - Nil

2. PERMANENT STAFF APPOINTMENTS - Nil

3. PROMOTIONS

(a) (i) That Elizabeth Jazvac be appointed to the position of Acting Principal of a Secondary School, effective 1992 09 01, with salary according to the salary schedule.

(ii) That Harry Traini be appointed to the position of Acting Vice-Principal of a Secondary School, effective 1992 09 01, with salary according to the salary schedule.

(iii) That the following teachers be appointed to the positions indicated, effective 1992 09 01, with salary according to the salary schedule:

Barbara Brown (Acting Assistant Department Head - Guidance)
Douglas Cihocki (Acting Head of Department - Guidance)
Jacqueline Feeney (Acting Head of Department - Guidance)
Marguerite Larmond (Acting Department Head - Visual Art)
James Poot (Acting Assistant Head of Department - Technical)
Gordon Stevens (Acting Assistant Head of Guidance)
(Replacements)

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) (i) That the resignations of the following Elementary Principals, for the purpose of retirement, effective 1992 06 30, be accepted with regret and the Board's gratuity be paid:

Lois Evans
Kenneth Shoesmith

(ii) That the resignations of the following teachers for the purpose of retirement, effective 1992 06 30, be accepted with regret and the Board's gratuity be paid:

Vivienne Baxter (E)
Dorene Lee (E)
Madeleine Spilak (E)
Emil Yurko (S)

(iii) That the resignation of Mary Law, Elementary Principal, for the purpose of retirement, effective 1992 06 30, be accepted with regret.

(iv) That the resignation of Blake Galloway, Elementary teacher, for the purpose of retirement, effective 1992 06 30, be accepted with regret.

7. LEAVING EMPLOYMENT

(a) That the dates for the following teachers to leave the employ of the Board be approved:

Gregg Paterson (S), 1992 08 31
Ruth Walker (E), 1992 08 31

8. LEAVES

Leave of Absence

(a) (i) That the requests of the following teachers for Leaves of Absence, effective as shown, be granted:

Jane Aitken (E), 1992 02 12
Corrine Brown (S), 1992 09 01 to 1993 01 31
Janis Colohan (E), 1992 02 07
Louise Creaghan (S), 1993 01 29 to 1993 08 31
Jane DeRoo (E), 1992 05 18 to 1993 01 15
Elysia Dywan (S), 1992 09 01 to 1993 08 31
Sylvia Holinaty (S), 1992 05 19 to 1993 01 28
Teresa Katerberg (E), 1992 05 15 to 1993 01 15
Jeannette Macynski (E), 1992 01 11
Scott McNie (E), 1992 09 01 to 1993 08 31
Nancy Voyer (E), 1992 09 01 to 1993 08 31
Julie Warriner (E), 1992 06 29 to 1993 01 01
Christine Wilson (E), 1992 07 08 to 1993 01 01

(ii) That the effective dates of the Leave of Absence granted to Cynthia Lea at a previous meeting, be changed to 1994 04 22 to 1992 12 04.

(b) That the requests of the following staff for Leaves of Absence, effective as shown, be granted:

Tina Sturgess (Educational and Lunchroom Assistant Staff), 1992 09 08 to 1993 06 11
Tracy Trifunski (Secondary School Clerical and Secretarial Staff), 1992 06 29 to 1993 02 26

Leave Extensions

(a) That the requests of the following teachers for an extension of their Leaves of Absence, effective as shown, be granted:

Wanda Bailey (E), 1992 07 01 to 1992 12 31
Ghislaine Dean (S), 1992 09 01 to 1993 08 31
James Douglas (S), 1992 09 01 to 1993 08 31
Sandra Dunsdon (E), 1992 09 01

Naomi Elvins (E), 1992 09 01
 Lavern Howard (E), 1992 09 01
 Robert Hutchison (E), 1992 09 01
 Jeannette Macynski (E), 1992 09 01
 Jack Niewland (E), 1992 09 01 to 1993 08 31
 Carl Ouellette (S), 1992 09 01 to 1993 08 31
 Brian Radke (S), 1992 09 01 to 1993 08 31
 Norval Redpath (E), 1992 09 01
 Joanne Sinclair (S), 1992 09 01 to 1993 08 31
 Kathryn Weber (E), 1992 09 01 to 1993 08 31

Return from Leave of Absence

(a) (i) That the following teachers be returned from Leave of Absence and assigned teaching duties, effective as shown:

Patricia Bromwich (E), 1992 09 01 (.5)
 Paula Friend (E), 1992 03 09
 Kim Hutt-Taylor (S), 1992 09 01
 Karen Kasik (S), 1992 05 04
 Christine McKinty (S), 1992 09 01
 Robert Moulton (E), 1992 08 31
 Heidemarie Rinas (S), 1992 09 01
 Gordon Stevens (S), 1992 09 01
 Anne-Marie Wilson (S), 1992 09 01

(ii) That the request of Wanda Bailey to return from Leave of Absence approved at a previous meeting be rescinded.

(b) That the following staff be returned from their Leaves of Absence, effective as shown:

Karen Forbes (Secondary School Clerical and Secretarial Staff), 1992 05 18
 Charmaine Hanley (Educational and Lunchroom Assistant Staff), 1992 05 04

9. OCCASIONAL STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Occasional Staff, effective as shown, with salary according to the salary schedule:

Derek Armstrong (E), 1992 03 06 to further notice
 Fernand Bachmann (E), 1992 03 30 to further notice
 Lori-Lyn Bradley (E), 1992 03 02 to 1992 06 25 (.5)
 Barbara Brawn (E), 1992 04 09 to 1992 05 15
 Dina Cadete (E), 1992 05 04 to 1992 06 25
 Darlene Crozier (E), 1992 04 27 to 1992 06 25
 Josee Duckett (E), 1992 03 30 to 1992 06 25
 Robert Frame (E), 1992 02 10 to further notice (.5)
 William Gemmill (E), 1992 04 01 to 1992 06 25
 Shari Imbrogno (E), 1992 03 09 to 1992 06 25
 Trisha Kaine (E), 1992 03 11 to further notice
 Sonia Lacentra (E), 1992 05 04 to 1992 06 25
 Debbie Long (E), 1992 03 23 to further notice
 Nancy McDivitt (S), 1992 04 13 to further notice
 Silloo Nazir (E), 1992 03 23 to further notice
 Arlene Ponzanetti (E), 1992 03 23 to 1992 06 25
 Karen Putman (E), 1992 01 06 to 1992 01 31
 1992 02 24 to 1992 06 19
 Alice Ronhaar (E), 1992 04 21 to 1992 06 25

Nadine Sands (E), 1992 04 06 to further notice
Pamela Toppan (E), 1992 04 21 to 1992 06 25
Barbara Walczak (E), 1992 04 28 to 1992 06 25

10. OTHERS

(a) That the requests of the following teachers to relinquish their positions of responsibility, effective 1992 09 01, be approved:

Robert Corey (Acting Head of Department - Boys' Physical and Health and Education)
Joanne Sinclair (Head of Department - Family Studies)

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

jat

ADDED RECOMMENDATIONS
ELEMENTARY/SECONDARY

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following Lunchroom Assistant be appointed to the Probationary Educational and Lunchroom Assistant Staff, effective 1992 04 24, with wage rate according to the Collective Agreement:

Stacey Avery (.285)

(Increase to complement of .285 -- contract compliance)

2. PERMANENT STAFF APPOINTMENTS

Confirmations

(a) That Vincent Martorelli be confirmed in the position of Adjustment Counsellor - Area 3, effective 1992 09 01, with salary according to the salary schedule.

3. PROMOTIONS

(a) (iii)

Brenda Uchimarú (Acting Head of Department - Music)

(iv) That Suzanne Nolan be appointed to the position of Acting Principal of an Elementary School, effective 1992 09 01, with salary according to the salary schedule.

(v) That Joanne McIntosh be appointed to the position of Acting Vice-Principal of an Elementary School, effective 1992 09 01, with salary according to the salary schedule.

(Replacements)

4. INTERNAL APPOINTMENTS

(a) (i) That the appointment of Gail Belisario to the position of Junior Consultant - Area 3, be extended, effective 1992 09 01 to 1994 06 30, with salary according to the salary schedule.

6. RETIREMENTS

(a) (ii)

Barbara Curtis (S)

A. William Hennessy (E)

Sandra Hunter (S)

Robert Robinson (E)

8. LEAVES

Leaves of Absence

(a) (i)

Laurie Behr (E), 1992 09 14 to 1993 03 22

Helen Charalambopoulos (S), 1992 06 22 to 1993 01 29

Joan Whitmore (E), 1992 09 01 to 1993 08 31

Leave Extensions

(a)

Linda Evans (S), 1992 09 01 to 1993 08 31
Patricia Hutchinson (E), 1992 09 01 to 1993 08 31

Return from Leave of Absence

(a) (i)

Nancy Kowalchuk (E), 1992 09 01 (.5)
Bruce Quinn (E), 1992 09 01

9. OCCASIONAL STAFF APPOINTMENTS

(a)

Clare Doherty (E), 1992 04 09 to further notice
Barbara Edwards (E), 1992 02 11 to 1992 06 25
Barbara McIlveen (S), 1992 04 06 to 1992 06 25

Hamilton Board of Education,
100 Main Street West,
Hamilton, Ontario,
L8N 3L1
1992 05 14.

To the Chairman and Members,
Personnel and Organization Committee,
Education Centre,
Hamilton, Ontario.

Ladies and Gentlemen:

RE: Selection of Elementary and Secondary Principals

The process for selecting successful principal candidates to enter the pool for future appointment is set out in Academic Memorandum AM015, November 1991.

The selection process consists of three components:

- (1) Candidates Experience and Qualifications
- (2) Supervisory Officer's Assessment
The assessment is made in conjunction with the school principal.
- (3) Personal Interview
The interview is supported by the submission of an Entry Plan.

The following candidates have successfully completed the principal selection process.

Elementary

Wanda Lane
David MacKenzie
Lindy Millen
Suzanne Nolan
Carol Scaini
Margaret Schneider

There were thirteen applicants, eleven of whom were interviewed.

Secondary

Margaret Bowman
Trish Fulton

There were nine applicants, six of whom were interviewed.

It is recommended that the selection of elementary and secondary principal candidates be received for information.

Prepared by: Administrative Council
Submitted by: A. L. Stockwell, Associate Director of Education
Approved by: K. A. Rielly, Director of Education and Secretary

1. The first part of the report is a general introduction to the subject of the study. It discusses the importance of the study and the objectives of the research. It also provides a brief overview of the methodology used in the study.

2. The second part of the report is a detailed description of the study. It includes a description of the sample, the data collection methods, and the analysis techniques used. It also includes a discussion of the results of the study.

3. The third part of the report is a discussion of the results of the study. It discusses the findings of the study and their implications for the field of study. It also includes a discussion of the limitations of the study and suggestions for future research.

4. The fourth part of the report is a conclusion. It summarizes the findings of the study and provides a final statement on the importance of the study.

5. The fifth part of the report is a list of references. It includes a list of all the sources used in the study.

6. The sixth part of the report is an appendix. It includes a list of all the data collected during the study.

7. The seventh part of the report is a list of figures. It includes a list of all the figures used in the study.

8. The eighth part of the report is a list of tables. It includes a list of all the tables used in the study.

9. The ninth part of the report is a list of abbreviations. It includes a list of all the abbreviations used in the study.

10. The tenth part of the report is a list of symbols. It includes a list of all the symbols used in the study.

REPORT OF THE
SPECIAL EDUCATION ADVISORY COMMITTEE

Present: F. Oommen (Chairman); Trustees Bishop and Stewart; Mesdames Dalziel, Krueger, Riis-Culver, Schram and Trott; Messrs. Adamson and Parks; Dr. Marshall.

Also

Present: Mr. D. Maddocks (Hamilton Principals' Association)
Mr. A. Mutart (Hamilton Teachers' Federation)
Mr. J. Sims (Hamilton Secondary School Principals' Council)

Official

Present: R. Adams (Co-ordinator, Special Education)

The Committee recommends:

ELEMENTARY/SECONDARY

1. That, bearing in mind the increasing number of exceptional students who will be integrated into regular classes, the Special Education Advisory Committee (SEAC) express its support for the value of Educational Assistants and voice its concern that the Board is reducing the number of Educational Assistants to support these exceptional students.

2. That the verbal Report regarding Educational Assistants - Role/ Training/Assignments be received for information.

Respectfully submitted,

F. OOMMEN,
Chairman

Lower Auditorium,
1992 04 15

REPORT OF THE
COMMISSIONER OF THE
BUREAU OF LAND MANAGEMENT

1. General Information: Name of the land, location, and ownership. (Name of the land, location, and ownership. Name of the land, location, and ownership.)

2. Description of the land: Size, shape, and other physical characteristics. (Size, shape, and other physical characteristics. Size, shape, and other physical characteristics.)

3. History of the land: Previous uses, ownership, and any other relevant information. (Previous uses, ownership, and any other relevant information. Previous uses, ownership, and any other relevant information.)

RECOMMENDATIONS

1. The land should be reserved for public use. (The land should be reserved for public use. The land should be reserved for public use.)

2. The land should be reserved for private use. (The land should be reserved for private use. The land should be reserved for private use.)

Very truly yours,

Commissioner
Bureau of Land Management

Printed at the
Bureau of Land Management

CA4 ON HBL W26

A36

1992

A G E N D A

SPECIAL MEETING OF THE
PERSONNEL & ORGANIZATION COMMITTEE

1992 05 21

ELEMENTARY/SECONDARY

URBAN MUNICIPAL
JUN 15 1992
GOVERNMENT DOCUMENTS

NEW BUSINESS:

1. Recommendations of the Director of Education

Pages 1 to 2

Education Centre
100 Main Street West
Hamilton, Ontario
1992 05 21

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

3. PROMOTIONS

(a) That Carol Phillips be appointed to the position of Primary Consultant, Area 2, effective 1992 09 01, with salary according to the salary schedule.
(Replacement)

7. LEAVING EMPLOYMENT

(a) That the date for the following teachers to leave the employ of the Board be approved:

Tracy Allan (E), 1992 08 31
Isabel Almcida (S), 1992 08 31
Maureen Ash (S), 1992 08 31
Erin Birch-Jones (E), 1992 08 31
John Brown (E), 1992 08 31
Ian Calderwood (S), 1992 08 31
Rhonda Chaimovitz (E), 1992 08 31
Peter Cipriani (S), 1992 08 31
Heather Clark (E), 1992 08 31
William Constable (E), 1992 08 31
Glenn Cooke (S), 1992 08 31
Rita Corsini (E), 1992 08 31
Mark Cuicani (E), 1992 08 31
Angela Cutelle (E), 1992 08 31
Francois Cyr (E), 1992 08 31
Sandra Davis (E), 1992 08 31
Nicolino DiLeo (S), 1992 08 31
Lisa Eagleton (E), 1992 08 31
Catherine Erb (E), 1992 08 31
Deborah Finn-Flaherty (E), 1992 08 31
Kathryne Foster (S), 1992 08 31
Sylvie Francis (E), 1992 08 31
Kenneth Fransden (S), 1992 08 31
Paul Giacomelli (S), 1992 08 31
Edward Gondar (E), 1992 08 31
Laura Goodale (E), 1992 08 31
Kenneth Hammond (E), 1992 08 31
Thomas Harber (S), 1992 08 31
Donald Harman (S), 1992 08 31
David Harper (E), 1992 08 31
Lois Haslett (E), 1992 08 31
Gary Hewitt (E), 1992 08 31
Katherine Joynt (S), 1992 08 31
Debra Kerr (E), 1992 08 31
Paul Kislinsky (S), 1992 08 31
Yvonne Leegstra (E), 1992 08 31
Christine Ludkin (E), 1992 08 31
Jeffrey Mackness (S), 1992 08 31
Dee Maharajh (E), 1992 08 31

Kathryn Maudsley (E), 1992 08 31
Robert Maudsley (E), 1992 08 31
Hermon Mayers (E), 1992 08 31
Keith Mayner (E), 1992 08 31
Deborah McAlpine (S), 1992 06 30
Jacqueline McCann (E), 1992 08 31
Darlene McIlveen (S), 1992 08 31
Patrick McKenna (E), 1992 08 31
Mark Miculan (S), 1992 08 31
Allison Montgomery (E), 1992 08 31
Jeffrey Moore (S), 1992 08 31
Kathleen Morris (S), 1992 08 31
Mary-Margaret Morris (E), 1992 08 31
Y. Diane Nishizaki (E), 1992 08 31
Tara Oblender (E), 1992 08 31
Donald Orsi (S), 1992 08 31
Michelle Paquette (E), 1992 08 31
Corie Pidgeon (S), 1992 08 31
Richard Piet (S), 1992 08 31
Brian Playfair (E), 1992 08 31
Stephen Potter (S), 1992 08 31
Susan Randle (E), 1992 08 31
Wayne Rollinson (E), 1992 08 31
Cherilyn Saliccioli (E), 1992 08 31
Lori Sault (S), 1992 08 31
Cynthia Schien (E), 1992 08 31
Jody Shaboluk (S), 1992 08 31
Elizabeth Sharples (E), 1992 08 31
Anne Simpson (S), 1992 08 31
Kenneth Smith (S), 1992 08 31
Linda Smith (S), 1992 08 31
Robert Spree (S), 1992 08 31
Sharon Stephanian (S), 1992 08 31
Tara Tandon (S), 1992 08 31
Jacqueline Trapp (E), 1992 08 31
Thomas Trebilcock (E), 1992 08 31
Fiona Valiquette (E), 1992 08 31
Darlene Wall (S), 1992 08 31
John Weare (E), 1992 08 31

Janice Maikawa (S), 1992 08 31
Barbara Maniel (E), 1992 08 31
Joan Massey (S), 1992 08 31

Brenda Wood-Martin (E), 1992 08 31
Barbara Wynn-Jones (E), 1992 08 31
Radia Younes (S), 1992 08 31

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

kd

A G E N D APERSONNEL & ORGANIZATION COMMITTEE1992 06 11

Confirmation of the minutes of the regular meeting of 1992 05 14 and special meetings of 1992 04 23 and 1992 05 21.

GENERALBUSINESS ARISING OUT OF THE MINUTES:

1. Request to post for the position of Assistant Superintendent, Program Department -- on an Interim Basis [Info to be placed in trustees' lockers next week]

2. Report re Alternative Work Arrangements (Administrative Support Staff)

Pages 1 to 2

NEW BUSINESS:

1. Recommendations of the Director of Education

Pages 3 to 4

2. (a) Staffing Report

Page 5

-
- (b) Report on Supply Teachers

Pages 6 to 7

3. Report of the Salary Committee

Pages 8 to 13

ELEMENTARY/SECONDARYNEW BUSINESS:

1. Recommendations of the Director of Education

Pages 14 to 16

2. Requests for "Four over Five" Plan

Page 17

URBAN MUNICIPAL

JUN 15 1992

GOVERNMENT DOCUMENTS

Education Centre,
100 Main Street West,
Hamilton, Ontario.
1992 06 11

To the Chairman and Members,
Personnel and Organization Committee,
Hamilton Board of Education.

Ladies and Gentlemen:

Re: Alternative Work Arrangements

Background:

On 1992 03 30, a letter was issued to all office and administrative support staff inviting employees to explore the possibility of alternative work arrangements which might contribute to reducing payroll expenditures.

The following types of requests were suggested:

- converting from 12 months to 10 months employment;
- converting from full-time to part-time employment through means of a reduced work day, week or year;
- unpaid time off by means of extended vacation or personal leave;
- job sharing;
- any other similar form of work arrangement which would reduce costs.

Requests were to be considered based on the interests of the employee, the savings involved, the obligations of the work area, and the suitability of the arrangements.

Final arrangements were to be subject to departmental approval and consultation with the Union or Association, and were to be included in a written agreement specifying the period in which the alternative arrangements were to be in effect.

Update:

Although some members of O.P.E.I.U. Clerical did express an interest in reducing their schedules from 12 months' employment to 10 months, O.P.E.I.U. did not wish to enter into the arrangement. Thus, the only option available to O.P.E.I.U. members was a personal leave of absence.

...Cont'd

Formal requests received: 12

Approved: 7 Representing a 1992 payroll savings of \$12,357.00

3 Job Shares 1 Reduced Work Week 2 Leaves of Absence 1 Conversion to 10 month
--

Pending: 5 (If approved, an additional 1992 payroll savings of \$11,268.00)

1 Job Share 2 Reduced Work Weeks 1 Leave of Absence 1 Conversion to 10 month

Four requests for *job sharing* were received. Although job sharing represents no direct dollar savings, it does provide for *job saving* since a laid-off employee would be given the opportunity to fill the vacant portion of the job.

Approved requests for alternative work arrangements will be implemented on various schedules, but all will represent savings for this fiscal year.

Recommendation:

That the report on Alternative Work Arrangements for Office and Non-Academic Administrative Support Staff be received for information.
--

Prepared by: Susan Mawson, Employment Counsellor

Submitted by: Bruce Sinclair, Superintendent of Human Resources

Approved by: Keith Rielly, Director of Education and Secretary

Education Centre
100 Main Street West
Hamilton, Ontario
1992 06 11

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS - Nil

2. PERMANENT STAFF APPOINTMENTS

Confirmations

(a) That the following staff be confirmed in the position stated, effective 1992 09 01, with salary according to the salary schedule:

Jo-ann Reitzel (Psychological Consultant - .4)
Janice Tomlinson (Psychological Consultant - .5)
Doreen Vella-Carrozza (Psychological Consultant)
Anna Ravida (Speech/Language Pathologist)
Joan Murray-Wood (Speech/Language Pathologist - .5)

3. PROMOTIONS

(a) That the following staff be promoted to the position stated, effective as shown, with salary according to the salary schedule:

Michael Newman (Budget Analyst - Grade 12, Administrative Staff), 1992 06 29
Sylvia Scarrow (Senior Employment Officer - Grade 12, Administrative Staff), 1992 06 22
(Replacements)

4. INTERNAL APPOINTMENTS

(a) That the appointment of Neville Nunes, Consultant (English as a Second Language/Dialect) be extended effective 1992 09 01 to 1993 06 30.

(b) (i) That Judith Bell be re-appointed to the position of Assistant, Staff Development (Grade 11, Administrative Staff), for a two year term, effective 1992 09 01 to 1994 08 31, with salary according to the salary schedule.

(ii) That the following staff be appointed to the position stated, effective as shown, with salary according to the salary schedule:

Glenn Miller (Accounting Analyst - Grade 9, Clerical and Technical Staff), 1992 06 29
(Replacement)

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS - Nil

7. LEAVING EMPLOYMENT

(a) That the date for the following staff to leave the employ of the Board be approved:

Debbie Despres (Training Assistant, Clerical and Technical Staff), 1992 08 01

8. LEAVES

Leave of Absence

(a) That the requests of the following staff for Leaves of Absence, effective as shown, be granted:

Cathy Paonessa (Clerical and Technical Staff), 1992 08 31 to 1993 03 05

Sharon Ryckman (Clerical and Technical Staff), 1992 08 24 to 1993 02 26

Aurelie Stirling (Caretaking and Maintenance Staff), 1992 06 22 to 1992 10 16

Leave of Absence - Date Change

(a) That the effective date of Leave of Absence granted to the following staff at a previous meeting be changed as shown:

Sandra Curran (Cleaning Staff), 1992 05 18 to 1992 11 20

9. OCCASIONAL STAFF APPOINTMENTS - Nil

10. OTHERS - Nil

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

jat

STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

* September 30th Enrolments

REPORT OF SUPPLY TEACHER USAGE TOTAL TO APR. 30, 1992

SECONDARY

	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	Personal Leave Days/ Contract	Total Days	\$ Expense	Long Term Occasional	Total Expense	Teaching Days
JANUARY	189.0	30.5	21.5	25.5	3.0	1.0	49.5	7.0	327.0	34,300	29,516	63,816	17
FEBRUARY	302.0	44.5	44.5	18.5	.5	4.0	55.5	19.0	488.5	50,649	12,845	63,494	20
MARCH	218.0	19.0	14.0	12.0	1.0	2.0	52.5	49.0	367.5	38,008	23,549	61,557	17
APRIL	195.0	40.0	32.5	18.0		8.0	34.5	40.0	368.0	37,794	35,606	73,400	20
MAY													19
JUNE													16
JULY													
AUGUST													
SEPTEMBER													
OCTOBER													
NOVEMBER													
DECEMBER													
TOTALS	904.0	134.0	112.5	74.0	4.5	15.0	192.0	115.0	1551.0	160,751	101,516	262,267	
% Of Total	58.3	8.6	7.3	4.8	0.3	1.0	12.4	7.4					

ELEMENTARY

	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	Personal Leave Days/ Contract	Total Days	\$ Expense	Long Term Occasional	Total Expense	Teaching Days
JANUARY	1125.0	89.5	38.0	97.5	55.5	12.5	80.0		1498.0	159,684	62,359	222,043	19
FEBRUARY	1408.5	19.5	14.0	32.0	45.5	17.5	146.0		1683.0	179,929	66,550	246,479	20
MARCH	1069.0	3.5	7.0	18.0	33.0	5.5	65.5		1201.5	127,809	75,276	203,085	16
APRIL	1213.5	2.0	15.0	46.5	94.5	10.5	71.0		1453.0	152,927	123,557	276,484	20
MAY													19
JUNE													18
JULY													
AUGUST													
SEPTEMBER													
OCTOBER													
NOVEMBER													
DECEMBER													
TOTALS	4816.0	114.5	74.0	194.0	228.5	46.0	362.5		5835.5	620,349	327,742	948,091	
% Of Total	82.5	2.0	1.3	3.3	3.9	0.8	6.2						

REPORT OF SUPPLY TEACHER USAGE - TOTAL TO APR. 30, 1992

SECONDARY & ELEMENTARY													
	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	Personal Leave Days/ Contract	Total Days	\$ Expense	Long Term Occasional	Total Expense	1992 % Spent
JANUARY	1314.0	120.0	59.5	123.0	58.5	13.5	129.5	7.0	1825.0	193,984	91,875	285,859	
FEBRUARY	1710.5	64.0	58.5	50.5	46.0	21.5	201.5	19.0	2171.5	230,578	79,395	309,973	
MARCH	1287.0	22.5	21.0	30.0	34.0	7.5	118.0	49.0	1569.0	165,817	98,825	264,642	
APRIL	1408.5	42.0	47.5	64.5	94.5	18.5	105.5	40.0	1821.0	190,721	159,163	349,884	
MAY													
JUNE													
JULY													
AUGUST													
SEPTEMBER													
OCTOBER													
NOVEMBER													
DECEMBER													
TOTALS	5720.0	248.5	186.5	268.0	233.0	61.0	554.5	115.0	7386.5	781,100	429,258	1,210,358	48.2
% Of Total	77.4	3.4	2.5	3.6	3.2	0.8	7.5	1.6					

1992 BUDGET \$2,510,000

REPORT OF THE SALARY COMMITTEE

Present: Trustees Stewart (Chairman); Bishop, Johnston, Mulholland and Cunningham.

Officials Present: B. Sinclair (Superintendent of Human Resources), D. Russon (Manager, Collective Bargaining), V. Meli and R. Van Horne (Collective Bargaining Analysts).

GENERAL

The Committee recommends:

1. That the Board approve the Pay Equity Plan reached between O.S.S.T.F., District 8, representing Secondary Occasional Teachers, and the Board of Education for the City of Hamilton, dated 1992 04 09. (attached)

2. That the Board approve the Pay Equity Plan reached between O.S.S.T.F., District 8, representing Secondary Teachers, and the Board of Education for the City of Hamilton, dated 1992 04 09. (attached)

Respectfully submitted

ROBERT STEWART
Chairman

Committee Room
1992 05 25

THE STATE OF NEW YORK

IN SENATE,
January 1, 1901.

REPORT

OF THE

COMMISSIONERS OF THE LAND OFFICE,
IN RESPONSE TO A RESOLUTION PASSED BY THE SENATE
MAY 1, 1899.

ALBANY:
JAMES BRADY, PRINTERS,
1899.

ALBANY:

WILLIAM B. EDELL,

1899.

ALBANY:



THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON

**This plan is posted as required under the
Ontario Pay Equity Act 1987.**

**Pay Equity Plan
for
Secondary Occasional Teachers
Ontario Secondary School Teachers' Federation
District 8**

Posting Date: June 19th, 1992.

**DO NOT REMOVE this posting
until Tuesday, September 30th, 1992.**

PAY EQUITY AGREEMENT

between

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
hereinafter called the Board

and

SECONDARY OCCASIONAL TEACHERS
ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION, DISTRICT 8
hereinafter called the Union

The Establishment as defined under the Pay Equity Act includes, for this agreement, all buildings, schools and work locations in which any member of the union is employed by the Board.

The parties agree that there are two Job Classes and the gender dominance as defined under the Pay Equity Act is Neutral for both Job Classes. Those Job Classes are:

Teacher holding a Ministry of Education certification.
Teacher who does not hold a Ministry of Education certification.

The parties agree there are no female dominated Job Classes in the union. Therefore, there is no further requirement for either party under the Pay Equity Act.

This agreement made and entered into this 9th day of April 1992 at Hamilton, Ontario.

On Behalf of
O.S.S.T.F. District 8,
Secondary Occasional Teachers

Brian J. E. Ralke

On Behalf of
The Board of Education
for the City of Hamilton

Paula A. Aleson



THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON

**This plan is posted as required under the
Ontario Pay Equity Act 1987.**

**Pay Equity Plan
for
Secondary Teachers
Ontario Secondary School Teachers' Federation
District 8**

Posting Date: June 19th, 1992.

**DO NOT REMOVE this posting
until Tuesday, September 30th, 1992.**

PAY EQUITY AGREEMENT

between

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
hereinafter called the Board

and

SECONDARY TEACHERS
ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION, DISTRICT 8
hereinafter called the Union

THE ESTABLISHMENT

The Establishment as defined under the Pay Equity Act includes, for this agreement, all buildings, schools and work locations in which any member of the union is employed by the Board.

THE EVALUATION AND COMPARISON PROCESS

In consultation with representatives of the Union and representatives of the Administrative staff, the Board selected and modified a Job Evaluation Plan which considered skill, effort, responsibility and working conditions under the following sub-factors:

Skill.....	Education
	Experience
Effort.....	Complexity (Mental Effort)
	Physical Effort
Responsibility.....	Accountability
	Supervisory Responsibility
	Impact of the Position
	Contact with Others
Working Conditions.....	Environmental Working Conditions
	Work Pressure and Stress

Job Evaluation was based on data collected through the completion of a Position Description Questionnaire which was decided between the parties, and interviews with the job incumbents. Job Writers selected by the Union conducted the interviews and presented them for evaluation to a committee comprised of equal representation from Administration and the Union and facilitated by a Consultant from Deloitte Touche (formerly Touche Ross) Management Consultants.

JOB CLASSES

The parties agree there is only one Female Job Class as defined under the Pay Equity Act. That Job Class is

Adult Learning Centre Teacher

The parties agree the Male Job Class of Summer School Teacher is equal to or of comparably equal value to that of the Adult Learning Centre Teacher.

Both Job Classes are paid at the same rate of Pay. There is no Pay Equity adjustment in wages to be made to the Female Job Class. Therefore, the parties have fulfilled the requirements of the Pay Equity Act.

This agreement made and entered into this 9th day of April 1992 at Hamilton, Ontario.

On Behalf of
O.S.S.T.F. District 8,
Secondary Teachers

Brian J. E. Radke

On Behalf of
The Board of Education
for the City of Hamilton

Maureen A. Beaton

THE UNITED STATES OF AMERICA

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Education Centre
100 Main Street West
Hamilton, Ontario
1992 06 11

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following teachers be re-appointed to the Probationary Staff, effective 1992 09 01, with salary according to the salary schedule:

Peter Cipriani (S)
Nicolini DiLeo (S)
Thomas Harber (S)
Stephen Potter (S)
Kenneth Smith (S)

2. PERMANENT STAFF APPOINTMENTS

Confirmations

(a) That the following staff be confirmed in the position stated, effective as shown, with salary according to the salary schedule:

Eileen Collins (Elementary Principal), 1992 09 01
James Lindsay (Elementary Principal), 1992 09 01
Allan Male (Elementary Principal), 1992 01 01
Brian Snell (Elementary Principal), 1992 01 01
Douglas Steele (Elementary Principal), 1992 03 24

Joan Morse (Secondary Principal), 1992 09 01
James Ruddle (Secondary Principal), 1992 09 01

Richard Bull (Elementary Vice-Principal), 1992 09 01
John Forbeck (Elementary Vice-Principal), 1992 01 01
Wanda Lane (Elementary Vice-Principal), 1992 09 01
Suzanne Nolan (Elementary Vice-Principal), 1992 05 22
Margaret Schneider (Elementary Vice-Principal), 1992 01 01

Judith Binns (Secondary Vice-Principal), 1992 09 01
Margaret Bowman (Secondary Vice-Principal), 1992 09 01
Dennis Griffin (Secondary Vice-Principal), 1992 09 01
David McIsaac (Secondary Vice-Principal), 1992 09 01
Manfred Neumann (Secondary Vice-Principal), 1992 09 01
John Smees (Secondary Vice-Principal), 1992 09 01

(b) That the following staff be confirmed in the position stated, effective 1992 09 01, with salary according to the salary schedule:

Leslie Walberg (School Social Worker)
Josephine Falletta (School Social Worker)

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES

(a) The the timetable of Shelley Freeman (E) be changed from .5 to 1.0, effective 1992 05 19 to 1992 06 25, with salary according to the salary schedule.

6. RETIREMENTS

(a) That the resignations of the following teachers for the purpose of retirement, effective 1992 09 01, be accepted with regret and the Board's gratuity be paid:

Murray Beech (S)
Naomi Elvins (E)
Macbraire Walker (S)

7. LEAVING EMPLOYMENT

(a) That the date for the following teachers to leave the employ of the Board be approved:

Shirley Knight (E), 1992 08 31
Erica Mosher (E), 1992 08 31
Linda Stirling (E), 1992 08 31
Deanna Young (S), 1992 08 31

8. LEAVES

Leave of Absence

(a) (i) That the requests of the following teachers for Leaves of Absence, effective as shown, be granted:

Julie Capretta (E), 1992 09 01 to 1993 08 31
Lori Kyle (E), 1992 09 21 to 1993 03 26
Debora Ligas (E), 1992 09 21 to 1993 03 26
E. Elizabeth Lupton (E), 1992 07 01 to 1993 01 01
Colleen McIntyre-deSouza (E), 1992 09 01 to 1993 08 31
Sharon O'Halloran (E), 1992 09 01 to 1993 08 31
Mark Stroble (S), 1992 09 01 to 1993 08 31
Paula Walker (E), 1992 07 23 to 1993 03 19

(ii) That the effective dates of the Leave of Absence granted to the following teachers at previous meetings be changed as shown:

Louise Creaghan (S), 1993 01 29 to 1993 08 31
Katherine Goodwin (S), 1992 05 19 to 1992 11 06
Sylvia Holinaty (S), 1992 05 11 to 1993 01 28
Katherine Yantzi (E), 1992 05 01 to 1993 08 31

Leave Extensions

(a) (i) That the request of Carla Small for an extension of her Leave of Absence, effective 1992 10 05 to 1993 08 31, be granted.

(ii) That the request of Naomi Elvins for an extension of her Leave of Absence, effective 1992 09 01, granted at a previous meeting be rescinded.

Loan of Service

(a) That the request of the following teachers to extend their Loan of Service with the Department of National Defence, effective 1993 09 01 to 1994 08 31, be granted:

Tracey Mollon (E)
Rhonda Scott (E)

Return from Leave of Absence

(a) That the following teachers be returned from their Leaves of Absence and assigned teaching duties, effective 1992 09 01:

Sabrine Atkins (E)
Shawn Duthie (E)
Susan Gadsby-Prest (E) (.5)
Alyson Gibson (E)
Louise Quinn (E) (.5)
Janet Van Duzen (E)

9. OCCASIONAL STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Occasional Staff, effective as shown, with salary according to the salary schedule:

Annette Bodo (E), 1992 04 21 to 1992 06 25
Doris Coulder (S), 1992 04 22 to further notice
Andrea Hart (E), 1992 03 03 to 1992 04 30
Barbara Holman (E), 1992 05 25 to 1992 06 25
Michelle Jacobus (S), 1992 05 13 to 1992 06 25
Edna McDonald (E), 1992 04 21 to further notice
Laurie Miller (E), 1992 04 27 to further notice
Leticia Nicolas (E), 1992 04 13 to 1992 05 11
Barbara Oakley (E), 1992 05 04 to further notice
Nina Onvfryk (E), 1992 05 04 to further notice
Carol Sindall (E), 1992 05 04 to further notice
Pamela Stanton (E), 1992 04 23 to further notice
Wendy Taylor (E), 1992 04 08 to further notice
Joyce Timson (E), 1992 04 07 to 1992 04 30

10. OTHER

Exchanges

(a) That the requests of the following teachers for an overseas exchange with teachers from Australia for the period 1993 01 01 to 1993 12 31, be approved subject to the condition that suitable exchange teachers from Australia can be arranged through the Ministry of Education:

Karen Brejak (E)
Rudolf Brejak (E)

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

jat

REQUESTS FOR "FOUR OVER FIVE" PLAN

(a) That approval be granted for the request of the following teacher for a Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") of the Elementary School Collective Agreement, effective as shown:

Michelle Friesen, 1996 09 01 to 1997 06 30 (1996-97 School Year)

(b) That the effective dates of the Leaves of Absence under the Salary Holdback Plan ("Four Over Five") of the Secondary School Collective Agreement, granted to the following teachers at a previous meeting, be changed as shown:

Linda Woolfrey-Cooper, 1993 02 01 to 1994 01 31 (1992-93 School Year)

Martin Cooper, 1993 02 01 to 1994 01 31 (1992-93 School Year)

Zaitoon Adatia, 1993 09 01 to 1994 01 31 (First Semester)

RESEARCH REPORT ON THE EFFECTS OF

1. The purpose of this study was to determine the effects of the treatment on the growth of the plants. The results of the study are as follows:

2. The first group of plants, which received the treatment, showed a significant increase in growth compared to the control group.

3. The second group of plants, which received the treatment, showed a significant increase in growth compared to the control group. The results of the study are as follows:

4. The third group of plants, which received the treatment, showed a significant increase in growth compared to the control group. The results of the study are as follows:

CA4 ON HBL W26
A36
1992

The Board of Education for the City of Hamilton
Le Conseil de l'éducation de la ville de Hamilton

100 Main Street West
Hamilton, Ontario
Telephone (416) 527-5092
Fax (416) 521-2539



100 ouest, rue Main
Hamilton (Ontario)
Téléphone (416) 527-5092
Fac-similé (416) 521-2539

Director of Education & Secretary

Directeur de l'éducation et secrétaire

Kathryn Deiter, Library,
55 York Blvd.,
Hamilton, Ont. L8R 3K1
(dc, omc, po)

1992 06 09

URBAN MUNICIPAL
JUN 30 1992
GOVERNMENT DOCUMENTS
URBAN MUNICIPAL
JUL 2 1992

TO THE CHAIRMAN AND MEMBERS
PERSONNEL & ORGANIZATION COMMITTEE
(Trustees Mulholland, Bishop, Hicks, Paquin, Stewart, Wilson and
Cunningham.)

GOVERNMENT DOCUMENTS

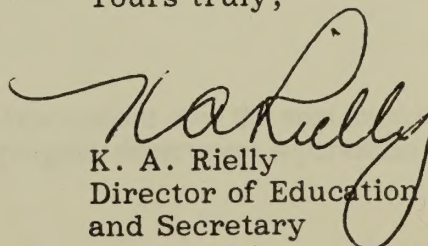
Ladies and Gentlemen:

Attached is a copy of the Report on the "Interim Appointment of
Assistant Superintendent of Program" which is on the Agenda of the
1992 06 11 Personnel and Organization Committee meeting.

Members are asked to bring this report to the meeting.

Your attendance is requested.

Yours truly,


K. A. Rielly
Director of Education
and Secretary

rm

Notice sent to all trustees:

Mailing Address
P.O. Box 2558
Hamilton, Ontario
L8N 3L1

Adresse postale
C.P. 2558
Hamilton (Ontario)
L8N 3L1

210-100-100-100

210-100-100-100

210-100-100-100

Education Centre
100 Main Street West
Hamilton, Ontario

1992 06 11

To the Chairman and Members of the
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

Re: Interim Appointment of Assistant Superintendent of Program

Background Information:

In conjunction with the system restructuring initiative undertaken by the Board in 1987 there was an amalgamation of Curriculum and Special Education Services under one Superintendency, **Superintendent of Program**, with the assistance of an Assistant Superintendent of Curriculum and an Assistant Superintendent of Special Education Services.

With the retirement of the Assistant Superintendent of Special Education Services, no replacement was provided.

Following the secondment of the Assistant Superintendent of Curriculum to the Ministry of Education, the Board approved two part time Co-ordinators with a special assignment position to assist the Superintendent of Program with co-ordinating tasks related to Curriculum and Special Education.

At the January 1992 Board meeting their appointment to the special assignment position was extended to 1992 06 30. Both persons will return to their full time Co-ordinator positions after that date. In turn, the two persons who shared their part time Co-ordinator positions will also return to their respective teaching assignments after that date.

Although the two people in the part-time special assignment position have played an exemplary role within the parameters of their positions there have been obvious limitations related to their inability to supervise due to their federation affiliation and legislative restrictions.

Rationale for Interim Assignment:

•Major thrusts in program responsibilities and expectations over the next three to five years which require system direction and monitoring and program department supervision and co-ordination:

- Transition Years
- Specialization years
- Benchmarks in grades 3, 6, 9
- Ministry directives from consultation papers
- Action Team recommendations
- Emphasis on accountability at all levels
- Financial restraints
- Change in Program Department staff and functions
- Budget development

•There are persons have become qualified as Supervisory Officers within the Board.

•Experience and mentorship in this assistant superintendent position would provide a method of supervisory officer succession planning for the Board.

- The present Assistant Superintendent of Curriculum continues on secondment for the 1992-93 school year.
- There is money in the 1992 Board approved budget for this position.

Recommendation:

- 1) That the vacancy in the position of Assistant Superintendent of Program be posted internally.
- 2) That the successful candidate be offered a one year term appointment commencing 1992 09 01.

Prepared and
submitted by:

E. G. Bond
Superintendent of Program

Approved by:

K. A. Rielly
Director and Secretary of the Board

DRAFT

PLEASE POST

The Board invites applications from qualified candidates for the position of:

Assistant Superintendent of Program

*(Effective 1992 09 01)
One Year Term Appointment*

The Assistant Superintendent of Program will be responsible to the Superintendent of Program to provide assistance with the supervision and co-ordination of the Program Department which delivers curriculum and special education services within the Board's RDI model.

Responsibilities include assistance in collaborative and systematic planning with central, area and school staffs in reviewing current practice and delivering support through program development, implementation and in-service delivery.

Specific areas of responsibility will focus on assistance with planning for program and services delivery changes related to the Transition Years, Benchmarks, and Action Team recommendations as well as Program Department accountability and implications for program associated with budget development.

The role of the Assistant Superintendent of Program demands proven skills in collaboration with the field, community and outside agencies, demonstrated ability to manage change and a record of success in leadership with staff.

The position requires enthusiasm, energy and stamina, proven knowledge of program review, development and implementation, outstanding interpersonal, communication, decision-making and team building skills, and understanding of and respect of racial and ethnocultural differences and employment equity and qualifications as an academic Supervisory Officer in the Province of Ontario, (Regulation 272). The successful candidate will be offered a one year term appointment.

Qualified applicants are invited to submit a letter of application and resume outlining how his/her qualifications and experience relate to this job opportunity. Candidates are to include a one-page summary outlining their philosophies on education and leadership. Applications are to be submitted by 3:00 p.m., June 30, 1992, in confidence to:

Bruce Sinclair
Superintendent of Human Resources
Education Centre
100 Main Street West
P. O. Box 2558
Hamilton, Ontario
L8N 3I1

In the spirit of the Human Rights Code, we ask that resumes not include personal data, such as age, marital and family status or health.

DRAFT

Page 12

10/10/2007

The following information is for your information only and should not be used for any other purpose.

ANALYSIS OF INFORMATION	
Page 12 of 12	
[Empty box for notes or comments]	

The following information is for your information only and should not be used for any other purpose.

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ANALYSIS OF INFORMATION
Page 12 of 12
[Empty box for notes or comments]

The following information is for your information only and should not be used for any other purpose.

CA4 ON HBL W26

A36

1992

BOARD OF EDUCATION FOR THE CITY OF HAMILTON

SPECIAL MEETING

1992 06 25

TO THE CHAIRMAN AND MEMBERS
PERSONNEL & ORGANIZATION COMMITTEE

(Trustees Mulholland, Bishop, Hicks, Paquin, Stewart, Wilson and
Cunningham.)

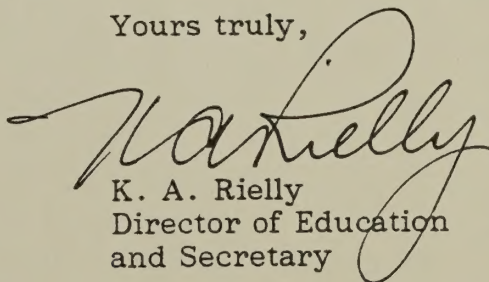
Ladies and Gentlemen:

Please be advised that a Special Meeting of the Personnel and
Organization Committee, including an in-camera session, has been
scheduled for Tuesday, 1992 06 30 at 18:15 hours at the Education
Centre.

Agendas for both the public and in-camera sessions are attached.

Your attendance is requested.

Yours truly,



K. A. Rielly
Director of Education
and Secretary

rm

Notice sent to all trustees.

CA4 ON HBL W26

A36

1992

AGENDA

SPECIAL MEETING OF THE

PERSONNEL & ORGANIZATION COMMITTEE

URBAN MUNICIPAL

1992 06 30

SEP 8 - 1992

GOV 'MENT DOCUMENTS

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

- 1 Report from the Officials re the Early Retirement Incentive Plan (ERIP) Pages A1 to A7
2. Update on the Central Department Downsizing Plan Page 1

NEW BUSINESS:

1. Recommendations of the Director of Education Revised Pages 2 to 3; and Page 3A

ELEMENTARY/SECONDARY

BUSINESS ARISING OUT OF THE MINUTES:

1. Report re Secondary School Clerical Staff Downsizing Plans Page 4

NEW BUSINESS:

1. Recommendations of the Director of Education Pages 5 to 7; and Page 8
2. Teachers' Staffing Report Pages 9 to 10

Education Centre,
100 Main Street West,
Hamilton, Ontario.
1992 06 30

To the Chairman and Members,
Personnel and Organization Committee,
Hamilton Board of Education.

Ladies and Gentlemen:

Re: Central Department Downsizing Plan

This is an update on the Central Department Downsizing Plan.

In the report to the Personnel and Organization Committee dated 1992 05 14, a full-time equivalent of 29.3 positions were cut from the Board's approved staffing complement in the following central departments - Finance, Human Resources, Information Management Services, Plant, Program, and the Office of the Director. The reductions are estimated to represent a payroll savings of \$680,864.00 in 1992, and \$1,121,182.00 on an annual basis.

The staff reduction plan was implemented using the downsizing procedures under which every effort was made to achieve as many reductions as possible through normal attrition. Employees who were in positions declared redundant were given the opportunity in accordance with their qualifications and experience to transfer to other positions either to vacancies or to displace other employees with less service. The bumping procedures resulted in 23 employees being displaced from their original positions. As a result of permanent vacancies, early retirements, and temporary replacement needs, as of this date, there are only 4 employees in the Administrative Support Group (Union and Non-Union) who are currently without an assignment. By next week we are hopeful that all permanent employees will have an assignment for the upcoming school year, avoiding the need for any layoffs of permanent staff.

Recommendation:

That this report be received for information.

Prepared and Submitted by:

Bruce Sinclair,
Superintendent of Human Resources

Approved by:

Keith A. Rielly,
Director of Education and Secretary

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1882-1883
1884-1885

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Education Centre
100 Main Street West
Hamilton, Ontario
1992 06 30

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS - nil

2. PERMANENT STAFF APPOINTMENTS - nil

3. PROMOTIONS - nil

4. INTERNAL APPOINTMENTS - nil

5. TIMETABLE CHANGES - nil

6. RETIREMENTS

(a) That the resignations of the following staff, for the purpose of retirement from the position stated, effective as shown, be accepted with regret:

Catherine Brant (Cleaner, Cleaning Staff), 1992 06 30
Norma Commodore (Cleaner, Cleaning Staff), 1992 09 30
Lucille Cummins (Cleaner, Cleaning Staff), 1992 06 30
Yolande Fortier (Cleaner, Cleaning Staff), 1992 06 30
Eunice Moss (Cleaner, Cleaning Staff), 1992 11 30
Margaret Paul (Cleaner, Cleaning Staff), 1992 12 31

(b) That the resignations of the following staff, for the purpose of retirement from the position stated, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Arthur Adames (Staff Assistant - Electrical, Administrative Staff), 1992 10 31
Andrew Andreychuk (Chief Mechanic, Caretaking and Maintenance Staff), 1992 12 31
Edna Bodner (Cleaner, Cleaning Staff), 1992 06 30
Nellie Bowker (Cleaner, Cleaning Staff), 1992 06 30
Marie Bradshaw (Cleaner, Cleaning Staff), 1992 12 31
Glenn Brown (Caretaker, Caretaking and Maintenance Staff), 1992 10 30
Robert Brownridge (Foreman, Administrative Staff), 1992 12 31
Jean Carlin (Cleaner, Cleaning Staff), 1992 06 30
Margaret Cushenan (Cleaner, Caretaking and Maintenance Staff), 1992 12 31
James Davidson (Caretaker, Caretaking and Maintenance Staff), 1992 12 30
Margaret Edge (Cleaner, Cleaning Staff), 1992 12 31
John Eves (Chief Mechanic, Caretaking and Maintenance Staff), 1992 10 30

Bruce Fowkes (Caretaker, Caretaking and Maintenance Staff), 1992 06 30
 Margaret Gornley (Caretaker, Caretaking and Maintenance Staff), 1992 06 30
 Bernice Grant-Henderson (Warehouse Assistant, Caretaking and Maintenance Staff), 1992 12 31
 Robert Hammond (Chief Mechanic, Caretaking and Maintenance Staff), 1992 12 31
 James Howison (Caretaker, Caretaking and Maintenance Staff), 1992 06 30
 Henry Humphreys (Caretaker, Caretaking and Maintenance Staff), 1992 12 31
 Gary Jeakins (Caretaker, Caretaking and Maintenance Staff), 1992 12 31
Jean Kay (Cleaner, Caretaking and Maintenance Staff), 1992 12 31
 Douglas King (Chief Mechanic, Caretaking and Maintenance Staff), 1992 12 31
 H. Ilona LaSalle (Cleaner, Cleaning Staff), 1992 09 30
 Ruby Lyder (Cleaner, Cleaning Staff), 1992 12 31
 Noreen Lymburner (Cleaner, Cleaning Staff), 1992 12 31
Anna Malyszek (Cleaner, Caretaking and Maintenance Staff), 1992 12 31
 Ruth Martin (Sick Leave Clerk, Clerical and Technical Staff), 1992 12 31
 Ottilia Marton (Cleaner, Cleaning Staff), 1992 08 01
 John Mercer (Caretaker, Caretaking and Maintenance Staff), 1992 12 31
 John Milroy (Chief Mechanic, Caretaking and Maintenance Staff), 1992 12 31
 Edward Porter (Supervisory Foreman, Administrative Staff), 1992 12 31
 Hazel Prowse (Cleaner, Cleaning Staff), 1992 12 31
 Domenick Romito (Caretaker, Caretaking and Maintenance Staff), 1992 12 31
 Carl Schultz (Caretaker, Caretaking and Maintenance Staff), 1992 08 28
 Herbert Skewes (Caretaker, Caretaking and Maintenance Staff), 1992 09 09
 Angeline Smith (Cleaner, Cleaning Staff), 1992 12 30
 Doreen Smith (Cleaner, Cleaning Staff), 1992 12 31
 Lillian Whitehouse (Cleaner, Cleaning Staff), 1992 12 31

(c) That the effective date of the resignation for the purpose of retirement of William Apps (Caretaker, Caretaking and Maintenance Staff), approved at a previous meeting, be changed to 1992 07 31.

7. LEAVING EMPLOYMENT

(a) That the date for the following staff to leave the employ of the Board be approved:

Gael MacPherson (Psychological Consultant, Professional Student Services Personnel), 1992 08 31

8. LEAVES

Return from Leave of Absence

(a) That the following staff be returned from their Leaves of Absence, effective as shown:

Liz Belisario (Professional Student Services Personnel), 1992 09 03
 Brenda Bradt (Caretaking and Maintenance Staff), 1992 03 16
 Carolyn Wilson (Clerical and Technical Staff), 1992 06 08

9. OCCASIONAL STAFF APPOINTMENTS - nil

10. OTHERS - nil

Respectfully submitted.

K. A. Rielly,
 Director of Education
 and Secretary

ADDED RECOMMENDATIONS

GENERAL

3. PROMOTIONS

(a) That George Knill be promoted to the position of Mathematics Coordinator, for a five year term, effective 1992 09 01, with salary according to the salary schedule.

(Replacement)

6. RETIREMENTS

(a)

Mary Abel (Cleaner, Cleaning Staff), 1992 12 31

Wilma Del Conte (Cleaner, Cleaning Staff), 1992 12 31

Catherine Wilson (Cleaner, Cleaning Staff), 1992 08 30

(b)

Catherine Bryce (Cleaner, Cleaning Staff), 1992 07 31

Margaret Burns (Cleaner, Cleaning Staff), 1992 12 31

E. Robert Davies (Caretaker, Caretaking and Maintenance Staff), 1992 12 31

W. Orville Grasley (Foreman, Administrative Staff), 1992 12 31

Mary Olivieri (Cleaner, Cleaning Staff), 1992 12 31

Clotilde Perin (Cleaner, Cleaning Staff), 1992 07 31

William Reader (Caretaker, Caretaking and Maintenance Staff), 1992 08 31

Harper R. Ronalds (Caretaker, Caretaking and Maintenance Staff), 1992 06 30

Ann Ross (Cleaner, Cleaning Staff), 1992 12 31

Reginald Staples (Driver, Caretaking and Maintenance Staff), 1992 12 31

Mary Thomson (Cleaner, Cleaning Staff), 1992 12 31

Mary Trainer (Cook, Caretaking and Maintenance Staff), 1992 12 31

Medford Turner (Caretaker, Caretaking and Maintenance Staff), 1992 12 31

ADDITIONAL INFORMATION

REMARKS

1. RECAPITULATION

2. SUMMARY OF FINDINGS

3. CONCLUSIONS

4. RECOMMENDATIONS

5. REFERENCES

APPENDIX

EXHIBITS

Education Centre,
100 Main Street West,
Hamilton, Ontario.
1992 06 30

To the Chairman and Members,
Personnel and Organization Committee,
Hamilton Board of Education.

Ladies and Gentlemen:

Re: Secondary School Office Downsizing Plan

As part of the 1992 Budget, eleven secretarial positions in secondary school offices are to be cut from the Board's approved complement as of the end of August. The payroll savings are estimated at \$103,000.00 in 1992, and \$308,000.00 on an annual basis.

Each composite secondary office will lose one position from their present complement of seven. The position of Switchboard Operator will be unfilled, and some duties of the position will be shared among other staff, and some services reduced or eliminated.

In accordance with the Collective Agreement, in the event of layoff the most junior employees in terms of seniority within the bargaining unit are first to be laid-off. As a result of vacancies in other positions, nine staff members will be without an assignment, and layoff notices have been issued to these employees effective for 1992 08 28. Employees laid off from the bargaining unit will retain the right of recall for 12 months as openings occur.

As workload pressures will increase for the remaining staff, the situation will be monitored to see how well the school offices are coping with the reductions. In the longer term, it may be necessary, in consultation with the union, and in conjunction with collective bargaining to review the organization of jobs and assignment of work in secondary school offices.

In addition to its contractual obligations, the Board is endeavoring to place the nine affected employees in other assignments throughout the system. Because of permanent vacancies, temporary replacement needs and early retirements, we are hopeful that by September other assignments might be available for these employees and layoffs avoided.

Recommendation:

That this report be received for information.

Prepared and Submitted by:

Bruce Sinclair,
Superintendent of Human Resources

Approved by:

Keith A. Rielly,
Director of Education and Secretary.

1000 Main Street West
Minneapolis, Minnesota
55402

To the President and Board of Directors
Hennepin County of Minnesota

Dear Sirs:

Re: Hennepin County Board of Directors

The Board of Directors of Hennepin County, Minnesota, is pleased to announce that it has approved the proposed amendments to the County Charter, which were submitted to the Board by the Board of Supervisors on October 1, 1991.

Each amendment was carefully reviewed and discussed by the Board. The Board believes that the amendments are in the best interests of the County and its residents, and it has approved them by a vote of 10-0.

The amendments will be submitted to the voters of Hennepin County at the next general election, which will be held on November 3, 1992. The Board believes that the amendments will improve the County's government and its services to the residents.

The Board of Directors of Hennepin County is proud to have approved these amendments, and it looks forward to the day when they will be implemented. The Board believes that these amendments will make a significant contribution to the County's future.

In addition to the amendments to the County Charter, the Board is also considering a number of other proposals. The Board will continue to work closely with the Board of Supervisors and the residents of Hennepin County to improve the County's government and its services.

Sincerely,

[Signature]

James E. Hagan
Executive Director, Hennepin County

Respectfully,
[Signature]

James E. Hagan
Executive Director, Hennepin County

Approved by:
[Signature]

Education Centre
100 Main Street West
Hamilton, Ontario
1992 06 30

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following teachers be re-appointed to the Probationary Staff, effective 1992 09 01, with salary according to the salary schedule:

Tracy Allan (E) (.5)
Maureen Ash (S)
Erin Birch-Jones (E)
John Brown (E)
Rhonda Chaimovitz (E)
Heather Clark (E)
William Constable (E)
Rita Corsini (E) (.7)
Mark Cuicani (E)
Angela Cutulle (E)
Francois Cyr (E)
Sandra Davis (E)
Lisa Eagleton (E)
Catherine Erb (E)
Deborah Finn-Flaherty (E)
Kathryne Foster (S)
Sylvie Francis (E)
Paul Giacomelli (E)
Edward Gondar (E)
Laura Goodale (E)
Kenneth Hammond (E)
David Harper (E)
Lois Haslett (E) (.5)
Gary Hewitt (E)
Katherine Joynt (S)
Paul Kislinsky (S)
Christine Ludkin (E)
Jeffrey Mackness (S)
Dee Maharajh (E)
Janice Maikawa (S)
Barbara Maniel (E)
Joan Massey (S)
Kathryn Maudsley (E)
Robert Maudsley (E)
Hermon Mayers (E)

Keith Mayner (E)
Darlene McIlveen (S)
Patrick McKenna (E)
Mark Miculan (S)
Allison Montgomery (E) (.5)
Jeffrey Moore (S)
Kathleen Morris (S)
Mary-Margaret Morris (E)
Y. Diane Nishizaki (E)
Tara Oblender (E)
Donald Orsi (S)
Michelle Paquette (E)
Corrie Pidgeon (S)
Richard Piet (S)
Brian Playfair (E)
Susan Randle (E)
Wayne Rollinson (E)
Cherilyn Saliccioli (E) (.5)
Lori Sault (S)
Cynthia Schien (E)
Jody Shaboluk (S) (1.0)
Elizabeth Sharples (E)
Anne Simpson (S)
Linda Smith (S)
Robert Spree (S)
Sharon Stephanian (S)
Tara Tandon (S)
Jacqueline Trapp (E)
Fiona Valiquette (E)
Darlene Wall (S)
John Weare (E)
Brenda Wood-Martin (E)
Barbara Wynn-Jones (E)
Radia Younes (S)

2. PERMANENT STAFF APPOINTMENTS

(a) That the following teachers be rehired and appointed to the Permanent Staff, effective 1992 09 01, with salary according to the salary schedule:

Isabel Almeida (S)
 Ian Calderwood (S)
 Glenn Cooke (S)
 Debra Kerr (E)
 Yvonne Leegstra (E)

3. PROMOTIONS

(a) (i) That the following teachers be appointed to the positions indicated, effective 1992 09 01, with salary according to the salary schedule:

Keith Archer (Acting Head of Department - Art)
 Tessa Law (Middle School Consultant - Area 4)
 Douglas Massey (Acting Head of Department - History)
 Richard Moll (Acting Assistant Head of Department - History)
 Judith Peall-Ward (Special Education Consultant - Area 1)

(ii) That Kathyryne McIntyre be appointed to the position of Acting Head of Department - Art, on a temporary basis, effective 1992 09 01 to 1993 01 29, with salary according to the salary schedule.
 (Replacements)

4. INTERNAL APPOINTMENTS

(a) That Gary Birchall be re-appointed to the confirmed position of Head of Department - Geography, effective 1992 09 01.
 (Replacement)

5. TIMETABLE CHANGES - nil

6. RETIREMENTS

(a) That the resignation of the following staff, for the purpose of retirement from the position stated, effective as shown, be accepted with regret:

Arlene Smith (Secretary, Clerical and Technical Staff), 1992 12 31

(b) That the resignations of the following staff, for the purpose of retirement from the position stated, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Ethel Austin (Secretary, Clerical and Technical Staff), 1992 06 30
 Olive Boyce (Educational Assistant, Educational and Lunchroom Assistant Staff), 1992 06 30
 Beverley Clare (Secretary, Clerical and Technical Staff), 1992 12 31
 Betty Duncan (Secretary, Clerical and Technical Staff), 1992 12 02
 Jean Rogers (Secretary, Clerical and Technical Staff), 1992 06 26

7. LEAVING EMPLOYMENT - nil

8. LEAVES

Leave of Absence

(a) (i) That the requests of the following teachers for Leaves of Absence, effective as shown, be granted:

Tracy Allan (E), 1992 08 19 to 1993 02 25
 Audrey Hensen (E), 1992 09 21 to 1993 01 15
 Allison Montgomery (E), 1992 07 23 to 1993 01 28
 Cornelia Schuster (E), 1992 07 17 to 1993 01 22
 Donna Talbot (E), 1992 09 01 to 1993 08 31
 Elizabeth Visentin (E), 1992 08 31 to 1992 12 11

(ii) That the effective dates of the Leave of Absence granted to Helen Charalambopoulos at a previous meeting be changed to 1992 06 08 to 1993 01 28.

9. OCCASIONAL STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Occasional Staff, effective as shown, with salary according to the salary schedule:

Elizabeth Feightner (E), 1992 06 01 to 1992 06 25
 Catherine Lemmond (E), 1992 05 22 to 1992 06 12
 Glenn Mallory (S), 1992 05 15 to 1992 06 25
 Mary Modica (E), 1992 06 03 to 1992 06 25

10. OTHERS

(a) That the request of Lorne Evans to relinquish his position as Assistant Head of Department - History, effective 1992 09 01, be granted.

Reciprocal Transfers

(a) (i) That the following teachers be transferred from the Elementary Panel to the Secondary Panel (Reciprocal), effective 1992 09 01:

Susan Cirulis
 Neil Hammond
 Michael MacNeil

(ii) That the following teachers be transferred from the Secondary Panel to the Elementary Panel (Reciprocal), effective 1992 09 01:

Joan Boutz
 Rhonda Neale
 Jody Shaboluk

Transfer of Panel

(a) That the requests of the following teachers to transfer from the Elementary Panel to the Secondary Panel, effective 1992 09 01, with salary according to the salary schedule, be granted.

Willard Boudreau
 Tessa Law

Respectfully submitted,

K. A. Rielly,
 Director of Education
 and Secretary

The purpose of this document is to provide a comprehensive overview of the project's objectives, scope, and deliverables. It is intended for use by all project stakeholders, including the project manager, team members, and sponsors.

The document is organized into several sections, each covering a specific aspect of the project.

The first section, "General", provides an overview of the project and its goals.

The second section, "Objectives", outlines the specific goals and outcomes that the project aims to achieve.

The third section, "Scope", defines the boundaries of the project and identifies the key deliverables.

The fourth section, "Deliverables", lists the specific outputs and products that will be produced during the project.

The fifth section, "Timeline", provides a high-level overview of the project schedule and key milestones.

The sixth section, "Resources", identifies the personnel, equipment, and other resources required for the project.

2. OBJECTIVES

The primary objective of this project is to develop a new software application that will streamline the company's internal processes and improve efficiency. This objective is supported by several secondary goals, including:

1. Reducing the time and cost associated with manual data entry and processing.

2. Improving the accuracy and reliability of the company's data records.

3. Enhancing the overall productivity and performance of the project team.

4. Ensuring that the new software application is scalable and flexible enough to accommodate future growth and changes in requirements.

5. Maintaining a high level of security and data protection throughout the development and deployment process.

3. SCOPE

The scope of this project is defined by the specific features and functionality that will be developed and implemented. The project will focus on the following areas:

1. User interface design and development, including the creation of a user-friendly and intuitive interface.

2. Backend logic and database development, ensuring that the application can handle large volumes of data and complex business rules.

3. Integration with existing systems and data sources, allowing for seamless data exchange and synchronization.

4. Testing and quality assurance, including unit testing, integration testing, and user acceptance testing.

5. Deployment and ongoing support, ensuring that the application is launched successfully and remains stable and secure over time.

4. DELIVERABLES

The project will produce several key deliverables, including:

1. A detailed project plan and schedule, outlining the timeline and milestones for the project.

2. A comprehensive requirements document, detailing the functional and non-functional requirements for the software application.

3. A series of prototypes and mockups, providing a visual representation of the user interface and system architecture.

4. A set of test cases and scripts, used to verify the functionality and performance of the software application.

5. A final deployment package, including the source code, binaries, and documentation for the software application.

5. TIMELINE

The project timeline is estimated to be approximately 12 weeks, starting from the initiation phase and ending with the final deployment and support phase. The timeline is divided into several key phases, including:

1. Initiation (Weeks 1-2): Project planning, stakeholder identification, and initial requirements gathering.

2. Analysis (Weeks 3-4): Detailed requirements analysis, system architecture design, and database schema development.

3. Design (Weeks 5-6): User interface design, backend logic development, and integration planning.

4. Development (Weeks 7-10): Coding, testing, and integration of the software application components.

5. Deployment (Weeks 11-12): Final testing, deployment, and ongoing support and maintenance.

Project Manager
Date: 10/10/2023

ADDED RECOMMENDATIONS

ELEMENTARY/SECONDARY

1. PROBATIONARY STAFF APPOINTMENTS

(a) (ii) That the following names be removed from clause (a):

Rhonda Chaimovitz (E)
Susan Randle (E)

2. PERMANENT STAFF APPOINTMENTS

(a) (ii) That the following name be added to clause (a):

Rhonda Chaimovitz (E)

3. PROMOTIONS

(a)

Suzanne Dube (Acting Head of Department - French Immersion)

6. RETIREMENTS

(b)

Marjorie Cooke (Secretary, Clerical and Technical Staff), 1992 12 31

Rosemary Harker (Senior Secretary, Secondary School Clerical and Secretarial Staff), 1992 12 31

7. LEAVING EMPLOYMENT

(a) That the date for the following teacher to leave the employ of the Board be approved:

Wanda Bailey (E), 1992 06 30

ANNUAL REPORT

1900-1901

REPORT OF THE BOARD OF DIRECTORS
AND THE OFFICERS OF THE COMPANY

For the year ending
December 31, 1900

THE BOARD OF DIRECTORS
AND THE OFFICERS OF THE COMPANY

For the year ending
December 31, 1900

1900-1901

REPORT OF THE BOARD OF DIRECTORS
AND THE OFFICERS OF THE COMPANY

1900-1901

REPORT OF THE BOARD OF DIRECTORS
AND THE OFFICERS OF THE COMPANY

1900-1901

REPORT OF THE BOARD OF DIRECTORS
AND THE OFFICERS OF THE COMPANY

For the year ending
December 31, 1900

STAFFING REPORT - June 1992

A **ELEMENTARY**

○	Enrolment Summary -	September 1991 (<i>actual</i>)	26,121
		September 1992 (<i>projected</i>)	26,519
○	Position Summary -	May 1992	1,664.25
	Probationary Teachers Terminated August/1992	- 46	
	Retirements - June 1992	- 24	
	Resignations - June 1992	- 14	
	Transfer to Secondary - June 1992	- 2	
	First year Probationary not returning	- 2.5	
		- 88.5	1,575.75

Request to Hire

Rehire Probationary Teachers	46	
Core French	3	
Physical Education	3	
Music	5	
Special Education	7	
	+64	1,639.75

Budgeted for September 1992 1,661.75

B	SECONDARY COMPOSITE (Excluding G. P. Vanier)
----------	---

Enrolment - Composite Secondary School - September 1991 (<i>actual</i>)		13,028
Enrolment - Composite Secondary School - September 1992 (<i>projected</i>)		13,094
Secondary Teachers - May 1992		858.34
Probationary Teacher Terminations August 1992	- 23	
Retirements - June 1992	- 23	
Resignations	- 2	
Transfer from Elementary	<u>+ 2</u>	
	- 46	812.34

<i>Request to Hire</i>

Rehire Probationary Teachers	23	
Family Studies	1	
Mathematics	5	
Math/Science	1	
Technical	6	
English	<u>5</u>	
	+ 41	853.34

<i>Budgeted for September 1992</i>	851.34
---	--------

RECOMMENDATION:

That this report be received for information and that approval be given to hire 18 Teachers Elementary, 18 Teachers Secondary for the assignments outlined in this report.
--

Prepared by: Barbara Howard,
Coordinator Teacher Staffing.

Submitted by: Bruce Sinclair,
Superintendent of Human Resources.

Approved by: Keith Rielly,
Director of Education and Secretary.

Education Centre,
100 Main Street West,
Hamilton, Ontario.
1992 06 30

To the Chairman and Members,
Personnel and Organization Committee,
Hamilton Board of Education.

Ladies and Gentlemen:

Re: Report on Board's Early Retirement Incentive Plan

In April, the Board approved an Early Retirement Incentive Plan (E.R.I.P.) for the non-academic employee groups:

Caretaking, Maintenance and Cleaning Staff (C.U.P.E.)
Secondary School Office Staff (O.P.E.I.U.)
Educational Assistants (O.P.E.I.U.)
Office, Clerical and Technical Staff (O.S.S.T.F.)
Administrative Support Staff (Association)
Senior Management

The plan was offered for a limited time on a voluntary basis to permanent employees in the above employee groups who were age 55 or older and having at least ten years' service with the Board. To qualify, an employee had to provide, by June 30, 1992, written notice to the Board of retirement, and retire no later than December 31, 1992. The monthly E.R.I.P. payment equals .75% of monthly basic salary rate at time of retirement times the number of years of Board service, payable for three years or until age 65, whichever first occurs.

In addition, the Board would continue its present share of the premium cost for the employee under the retiree's benefit plan (extended health, semi-private hospital, vision care, dental and life insurance) for three years or until age 65, whichever first occurs (see Appendix 1).

The plan was designed:

- a) as a short term strategy incorporating a limited time offer in response to 1992 budgetary problems;
- b) to be cost effective, to limit 1992 costs by spreading incentive payments over three years, and to produce net payroll savings through the non-replacement of some retirees;
- c) to minimize the number of employees who would lose their jobs under the staff reduction plans by targeting employee groups where normal attrition was projected to be insufficient to cover planned reductions.

Eligible Group

There were 247 eligible employees aged 55 or older with a minimum of ten years' service:

Caretaking and Maintenance	52
Cleaners	123
Secondary School Office Staff	5
Educational Assistants	21
Office, Clerical and Technical	24
Administrative Support	17
Senior Management	5

Prime Target Group

The prime target group identified as those having age and service equalling the 88-90 factor and those age 63-64 represented 74 employees:

Caretaking and Maintenance	24
Cleaners	34
Secondary School Office Staff	3
Educational Assistants	2
Office, Clerical and Technical	5
Administrative Support	3
Senior Management	3

Projected Results

The forecast was that 50% of the prime target group (or a total of 37 employees) would opt for early retirement under the plan. It was projected that the plan would be cost recoverable over three years, and that there would be a net payroll savings with the extension of second day cleaning and resulting non-replacements of those cleaner positions. The assumption was made that caretakers, administrative support staff and senior managers would need to be replaced.

Process

The plan was offered to eligible employees in the following manner:

- (i) information was sent to all eligible employees on the terms and benefits of the plan, and a reminder letter was sent prior to the June 30th deadline;
- (ii) employee information meetings were held to explain the plan;
- (iii) employees were invited to call the Human Resources Department for their individual data, and later met with Human Resources representatives to review their data;
- (iv) employees who submitted resignation letters signed (or are about to sign) agreement forms outlining plan benefits and conditions.

Plan Results

As of the June 30th deadline, 74 employees have submitted letters of resignation for the purpose of retirement under the Board's E.R.I.P. Plan. A list of employees electing early retirement and receiving incentive payments under the Board's Plan appears in Appendix 2.

The cost of the payments of the plan is calculated at:

	1992	1993	1994	1995	Total
Incentives	\$51,449.42	\$406,817.83	\$348,981.28	\$284,575.19	\$1,091,823.72
Benefits	6,282.11	49,919.22	45,388.08	34,525.39	136,114.80
Total:	\$57,731.53	\$456,737.05	\$394,369.36	\$319,100.58	\$1,227,938.52

Commentary

Although there was no way of knowing how well the plan would be received, the number of employees retiring under E.R.I.P. are greater than expected -- a total of 74 compared to 37 initially projected.

As a result, plan costs will be greater than originally forecasted -- approximately \$1.23 million over 3 years rather than the projection of \$758,000. The payouts in 1992 at approximately \$58,000 are minimal and should not affect the budget. The net cost, however, depends on the amount of payroll savings to be achieved by not replacing some of the retiring employees. For example, the break-even point on costs over 3 years, with significant payroll savings each year thereafter, would be realized if in the range of 20-25 cleaner positions were unfilled.

Initial indications are that the targeted figure of 20-25 cleaner positions can be achieved providing second day cleaning is extended. The openings to extend second day cleaning will come from initial retirements and subsequent vacancies created when other position openings are posted.

Some positions will need replacements corresponding with retirement dates; for instance, positions of school caretaker, foreman, administrative support and school secretarial staff included in approved complements. Others will need to be examined to determine whether replacements are necessary.

A report on replacement needs and recommendations is planned for September. Once these decisions are made, the final cost or savings can be determined.

Recommendations:

1. That incentive payments, payable over the next 3 years, in the amount of approximately \$1.23 million under the Early Retirement Incentive Plan be approved.
2. That this report which provides the names of employees obtaining benefits under the Board's Early Retirement Incentive Plan be received for information.
3. That approval be given to fill vacancies occurring during July and August, 1992 in positions of School Caretaker, Assistant Caretaker, Fireman, and school secretaries -- a total of 10 positions.
4. That a report on replacement needs resulting from early retirements be presented to the Board in September.

Prepared and Submitted by:

Bruce Sinclair, Superintendent of Human Resources

Approved by:

Keith A. Rielly, Director of Education and Secretary

BOARD OF EDUCATION FOR THE CITY OF HAMILTON**EARLY RETIREMENT INCENTIVE PLAN****Eligibility**

- (a) The Board is offering, during a limited time period, early retirement incentives to the following employee groups: Caretaking, Maintenance and Cleaning Staff (C.U.P.E.); Secondary School Office Staff (O.P.E.I.U.); Educational Assistants (O.P.E.I.U.); O.S.S.T.F. Office, Clerical and Technical Bargaining Unit; Administrative Support Staff (Association); and Senior Management.
- (b) Permanent employees age 55 or older and having a minimum of ten years' service with the Board.

Window of Eligibility

To qualify, the employee must provide, by June 30, 1992, written notice to the Board of retirement, and retire no later than December 31, 1992.

Monthly Severance Payment

The Board shall pay the employee a monthly severance payment equal to .75% of monthly basic salary rate at time of retirement times the number of years of Board service. The monthly severance payment shall be payable for three years or until age 65, whichever first occurs.

Benefit Enhancement

The employee on retirement shall be eligible for the coverage offered under the retiree's benefit plan (extended health, semi-private hospital, vision care, dental and life insurance). The premium sharing arrangement in place for the employee immediately prior to retirement shall be continued for three years or until age 65, whichever first occurs.

1. Introduction

The purpose of this study is to investigate the effects of the proposed system on the performance of the system.

The study is organized as follows:

In the first section, we describe the system and the proposed system. In the second section, we describe the experimental setup. In the third section, we describe the results of the experiment. In the fourth section, we describe the conclusions of the study.

The results of the experiment show that the proposed system significantly improves the performance of the system. The proposed system is able to handle a larger number of requests than the original system. The proposed system is also able to handle requests more quickly than the original system.

The conclusions of the study are that the proposed system is a significant improvement over the original system. The proposed system is able to handle a larger number of requests and is able to handle requests more quickly.

The study is limited by the fact that it only considers a single scenario. Further research is needed to investigate the effects of the proposed system on other scenarios.

The study is also limited by the fact that it only considers a single system. Further research is needed to investigate the effects of the proposed system on other systems.

The study is also limited by the fact that it only considers a single metric. Further research is needed to investigate the effects of the proposed system on other metrics.

The study is also limited by the fact that it only considers a single user. Further research is needed to investigate the effects of the proposed system on other users.

The study is also limited by the fact that it only considers a single time period. Further research is needed to investigate the effects of the proposed system over a longer period of time.

The study is also limited by the fact that it only considers a single location. Further research is needed to investigate the effects of the proposed system in other locations.

EMPLOYEES RETIRING UNDER THE
EARLY RETIREMENT INCENTIVE PLAN

Caretaking and Maintenance

Andrew Andreychuk	1992 12 31
William Apps	1992 07 31
Glenn Brown	1992 10 30
James Davidson	1992 12 31
E. Robert Davies	1992 12 31
John Eves	1992 10 30
Bruce Fowkes	1992 06 30
Margaret Gormley	1992 06 30
Bernice Grant-Henderson	1992 12 31
Robert Hammond	1992 12 31
James Howison	1992 06 30
Henry Humphreys	1992 12 31
Gary Jeakins	1992 12 31
Douglas King	1992 12 31
*Gerard McDonald	1992 06 30
John Mercer	1992 12 31
John Milroy	1992 12 31
William Reader	1992 08 31
Domenick Romito	1992 12 31
Harper R. Ronalds	1992 06 30
Carl Schultz	1992 08 28
*Rosaire Seguin	1992 04 06
Herbert Skewes	1992 09 09
Reginald Staples	1992 12 31
Medford Turner	1992 12 31

Cleaners

Mary Abel	1992 12 31
*Bonnie Biro	1992 06 30
Edna Bodner	1992 06 30
Nellie Bowker	1992 06 30
Marie Bradshaw	1992 12 31
Catherine Brant	1992 06 30
Catherine Bryce	1992 07 31
Margaret Burns	1992 12 31
Jean Carlin	1992 06 30
Norma Commodore	1992 09 30
Margaret Cushenan	1992 12 31
Wilma Del Conte	1992 12 31
Margaret Edge	1992 12 31
Yolande Fortier	1992 06 30

Lorienne Horning	1992 05 29
Jean Kay	1992 12 31
Ruby Lyder	1992 12 31
Noreen Lymburner	1992 12 31
Anna Malyszek	1992 12 31
Ottilia Marton	1992 08 01
Eunice Moss	1992 11 30
Mary Olivieri	1992 12 31
Margaret Paul	1992 12 31
Clotilde Perin	1992 07 31
Hazel Prowse	1992 12 31
Ann Ross	1992 12 31
Angeline Smith	1992 12 31
Doreen Smith	1992 12 31
Mary Thomson	1992 12 31
Mary Trainer	1992 12 31
Lillian Whitehouse	1992 12 31
Catherine Wilson	1992 08 30

Secondary School Office Staff

Rosemary Harker	1992 12 31
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Educational Assistants

Olive Boyce	1992 06 30
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Office, Clerical and Technical Staff

Nettie Allen	1992 06 30
Ethyl Austin	1992 06 30
Beverley Clare	1992 12 31
Marjorie Cooke	1992 12 31
Betty Duncan	1992 12 02
Ruth Martin	1992 12 31
Jean Rogers	1992 06 26
Arline Smith	1992 12 31

Administrative Support

Arthur Adames	1992 10 31
Robert Brownridge	1992 12 31
Jean Currie	1992 12 31
W. Orville Grasley	1992 12 31
Edward Porter	1992 12 31

Senior Management

Keith Rielly	1992 12 31
Allan Stockwell	1992 12 31

* Submitted their notice of retirement prior to April 8th, the approval date of the Early Retirement Incentive Plan.

CA4 ON HBL W26
A36
1992

AGENDA

PERSONNEL & ORGANIZATION COMMITTEE

1992 09 10

Confirmation of the minutes of the regular meeting of 1992 06 11 and special meeting of 1992 06 30.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Report from the Officials re Replacement Needs Resulting from Early Retirements **Pages 1 to 3**
2. Update on Central Department Downsizing **Page 4**

NEW BUSINESS:

1. Recommendations of the Director of Education **Pages 5 to 6**
2. (a) Staffing Report **Page 7**
(b) Report on Supply Teachers **Pages 8 to 9**
3. Resolution from the Huron County Board of Education - Parental Leaves and Unemployment Insurance Benefits (Referred by Board, 1992 06 18) **Pages 10 to 13**
4. Overtime Policy - Administrative Staff (Requested by Trustee Cunningham)

ELEMENTARY/SECONDARY

BUSINESS ARISING OUT OF THE MINUTES:

1. Report from the Officials re Administrative Transfers
2. Update on Secondary School Clerical Staff Downsizing Plans **Page 14**
3. Report from the Officials re Educational Assistants **Pages 15 to 16**

NEW BUSINESS:

1. Recommendations of the Director of Education **Pages 17 to 19**
2. Requests for "Four Over Five" Plan **Page 20**

Education Centre
100 Main Street West
Hamilton, Ontario
1992 09 10

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

Re: Replacement Needs and the Board's Early Retirement Plan

A. Introduction

In April, 1992 the Board approved an Early Retirement Incentive Plan (E.R.I.P.) for the following employee groups:

Caretaking, Maintenance and Cleaning Staff (C.U.P.E.)
Secondary School Office Staff (O.P.E.I.U.)
Educational Assistants (O.P.E.I.U.)
Office, Clerical and Technical Staff (O.S.S.T.F.)
Administrative Support Staff (Association)
Senior Management

The plan was offered for a limited time on a voluntary basis to permanent employees who were age 55 or older and had at least 10 years' service. To qualify, an employee had to provide written notice of retirement by June 30, 1992, and retire no later than December 31, 1992.

The plan was designed:

- as a short term strategy to downsize in response to 1992 budgetary difficulties
- to be cost effective and produce net payroll savings by not replacing some of the retiring employees
- to minimize staff layoffs for employee groups targeted for staff reductions where normal attrition was insufficient to cover planned reductions.

As part of planned reductions, the Board approved a 10% reduction in administrative support personnel in Central Departments (equivalent to 29.3 positions) 11 secretarial positions in secondary schools, the approval of second day cleaning in elementary schools, and the equivalent of 13 Educational Assistants.

B. Plan Results

Under E.R.I.P., 74 employees submitted letters of early retirement to take effect by December 31, 1992.

Early retirements by occupational groups were as follows:

<u>Department</u>	<u>Occupation</u>	<u>Numbers</u>
Plant	- Group Caretakers	16
	- Assistant Caretakers	1
	- Firemen	1
	- Chief Mechanics	5
	- Maintenance Driver	1
	- Support Staff, Electrical	1
	- Supervisory Foremen	1
	- Maintenance Foremen	2
	- Cleaners	31
	- Cooks	1
Finance	- Warehouse	1
H.R.D.	- Clerical	1
Program	- Clerical	1
Secondary Schools	- Secretarial	2
Elementary Schools	- Educational Assistants	1
	- Secretarial	5
	- Library Secretary	1
Office of the Director	- Senior Management	2
Totals		74

C. Plan Costs

Payments under E.R.I.P. are calculated as follows:

<u>1992</u>	<u>1993</u>	<u>1994</u>	<u>1995</u>	<u>Total</u>
\$57,731	\$456,737	\$394,369	\$319,100	\$1,227,937

D. Replacements

E.R.I.P. was approved as part of the Budget process on the basis that the plan would be cost recoverable over 3 years, with an anticipation of a net payroll savings from the extension of second day cleaning and the resulting non-replacement of those cleaning positions. The assumption was made that other resulting vacancies would need to be filled — caretaking, maintenance, administrative support staff, senior managers, and cleaning positions (other than those in elementary schools designated for second day cleaning).

In light of the estimated incentive cost of \$1.227 million over the next 3 years, a minimum of 20 cleaner positions in elementary schools will need to be eliminated effective for the 1992-93 school year through the expansion of second day cleaning in order for the plan to be cost recoverable over the next 3 years. After the third year, the reduction of 20 positions would result in an annual payroll savings in the range of \$400,000 - \$500,000.

At the present time, there are 15 Cleaner vacancies currently in elementary schools which can be used to extend second day cleaning. Additional vacancies to reach the required minimum number of 20 are expected from subsequent cleaner openings resulting from the filling of caretaking, maintenance positions, and other cleaning vacancies outside elementary schools.

While at least 20 fewer cleaning positions could be achieved this year, full implementation of second day cleaning in elementary schools would mean a reduction of approximately 40 positions. The additional 20 positions for full implementation would be achieved in subsequent years through normal attrition.

Recommendations:

1. A minimum of 20 cleaning positions in elementary schools be eliminated, effective for the 1992-93 school year. The job reduction to be accomplished by not filling vacancies in elementary schools designated for expansion of second day cleaning.
2. That the remaining vacancies resulting from the Early Retirement Plan in caretaking, maintenance, cleaning, cooking, warehouse; Finance, HRD, Program Departments; elementary and secondary schools; be filled as openings occur.

Note: The two Senior Management vacancies are currently under review by the Board.

Prepared and Submitted by:

Bruce Sinclair,
Superintendent of Human Resources

Approved by:

Keith A. Rielly,
Director of Education and Secretary

Education Centre,
100 Main Street West,
Hamilton, Ontario.
1992 09 10

To the Chairman and Members,
Personnel and Organization Committee,
Hamilton Board of Education.

Ladies and Gentlemen:

Re: Update -- Central Department Downsizing Plan

At the special Personnel and Organization Committee meeting of 1992 06 30, it was reported that out of 23 employees displaced from positions as a result of downsizing, only 4 employees in the Administrative Support Group (Union and Non-Union) were without an assignment for September.

We are now pleased to report that these 4 permanent employees have now been given long term casual assignments in permanent positions temporarily vacant.

As a result, as of this date the Board has implemented the 10% reduction in the approved staffing complement in Finance, Human Resources, Information Management Services, Plant, Program and the Office of the Director, without incurring lay-offs of permanent staff members. Under the downsizing plan, the job reductions are estimated to represent a budget saving of approximately \$680,000 in 1992 and \$1.1 million on an annual basis.

Recommendation

That this report be received for information.

Prepared and Submitted by: Bruce Sinclair,
Superintendent of Human Resources

Approved by: Keith A. Rielly,
Director of Education and Secretary

California State
1017, San Francisco
February 1954

In the Committee on Education
House of Representatives
Washington, D.C.

Dear Mr. Chairman:

THE NATIONAL ASSOCIATION OF STATE COLLEGE AND UNIVERSITY FACULTIES

At the request of the National Association of State College and University Faculties, I am writing to you today to express our deep concern over the recent developments in the field of higher education. We believe that the current situation is a serious threat to the quality of our higher education and to the future of our country.

The National Association of State College and University Faculties is a national organization of over 100,000 faculty members in state colleges and universities. We are deeply concerned about the current situation in higher education, particularly the threat to the quality of our higher education and to the future of our country.

An effort is being made to bring about a change in the way in which higher education is financed. This effort is being made by the National Association of State College and University Faculties, the National Association of Public College and University Administrators, and the National Association of Public College and University Trustees. We believe that this effort is a serious threat to the quality of our higher education and to the future of our country.

Sincerely,
[Signature]

Enclosed is a copy of the report.

Respectfully,
[Signature]
National Association of State College and University Faculties
1017, San Francisco
February 1954

Education Centre
100 Main Street West
Hamilton, Ontario
1992 09 10.

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS - Nil

2. PERMANENT STAFF APPOINTMENTS

Confirmations

(a) That the following staff be confirmed in the position stated, effective 1992 09 01, with salary according to schedule:

David Kennard, Secondary School Foreman (Administrative Staff)

David Fredson, Asbestos and Hazardous Waste Foreman (Administrative Staff)

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS

(a) That the following staff be appointed to the position stated, effective as shown, with salary according to the salary schedule:

Lori Szwarcz, Psychoeducational Consultant, Professional Student Services Personnel, Area 1 (.6), 1992 09 08

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) That the resignation of the following staff, for the purpose of retirement from the position stated, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Anne O. Dicker (Cleaner, Cleaning Staff), 1992 08 31

Jean Di Orio (Cleaner, Cleaning Staff), 1992 09 30

7. LEAVING EMPLOYMENT

(a) That the date for the following staff to leave the employ of the Board be approved:

Jennifer R. Smith (Secretary, Clerical and Technical Staff), 1992 07 31

8. LEAVES

Leaves of Absence

(a) That the request of the following staff for Leave of Absence, effective as shown, be granted:

Karen Accardo (Secretary, Clerical and Technical Staff), 1992 08 31 to 1993 08 27
Lonnie Brown (Assistant Caretaker, Caretaking and Maintenance Staff), 1992 08 10 to 1992 11 06
Cathy Gilbert (Secretary, Secondary School Clerical and Secretarial Staff), 1992 08 31 to 1993 08 27
Maria Girardi (Cleaner, Cleaning Staff), 1992 07 20 to 1992 11 13
Connie Lagreca, (Cleaner, Cleaning Staff) 1992 08 31 to 1992 11 27
Elizabeth Rinas (Educational Assistant, Educational Assistant and Luncheon Staff), 1992 09 01 to 1993 04 30
Tina Robinson (Training Assistant - Computer Services, Clerical and Technical Staff), 1992 08 31 to 1993 01 01
Lucy Veerman, (Budget Manager, Administrative Staff), 1992 06 22 to 1992 07 10

Change in Leave of Absence

(a) That the effective dates of the Leaves of Absence granted to the following staff at previous meetings be changed:

Darlene Bennett-Bauer (Psychological Consultant, Professional Student Services Personnel), 1992 06 22 to 1993 01 01
Kathy MacDonald (Secretary, Clerical and Technical Staff), 1992 07 06 to 1992 08 31

Secondments

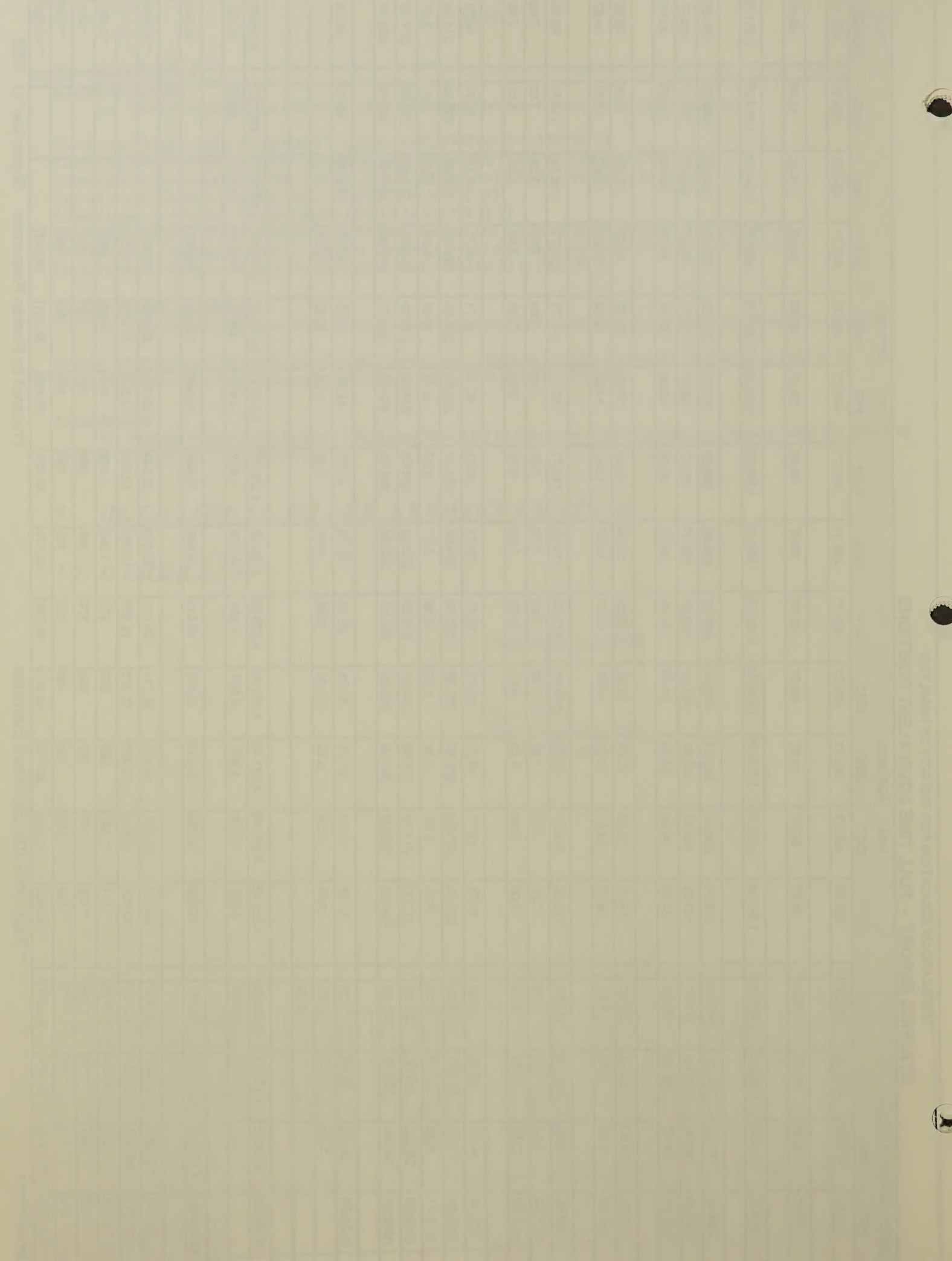
(a) That the request of the Industry Education Council for an extension of the secondment of Robert Philip (S), effective 1992 09 01 to 1993 08 31, be approved.

9. OCCASIONAL STAFF APPOINTMENTS - Nil

10. OTHERS - Nil

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary



REPORT OF SUPPLY TEACHER USAGE - TOTAL TO JUNE 30, 1992

SECONDARY

MONTH	Teaching Days	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder-ation Matters	Other	1992 Total Days	1991 Total Days	\$ Expense	Long Term Occasional	Total Expense
JANUARY	17	7.0	196.0	30.5	21.5	25.5	3.0	1.0	49.5	327.0	334.5	34,300	29,516	63,816
FEBRUARY	20	19.0	321.0	44.5	44.5	18.5	.5	4.0	55.5	488.5	564.5	50,649	12,845	63,494
MARCH	17	49.0	267.0	19.0	14.0	12.0	1.0	2.0	52.5	367.5	387.5	38,008	23,549	61,557
APRIL	20	40.0	215.0	40.0	32.5	18.0		8.0	54.5	368.0	510.0	37,794	35,606	73,400
MAY	19	176.0	376.5	63.5	25.0	32.5	2.5	6.5	53.0	559.5	835.5	56,445	47,347	103,792
JUNE	16	199.0	197.0	5.5	10.0	10.0		2.0	32.5	257.0	253.0	26,411	47,023	73,434
JULY														
AUGUST														
SEPTEMBER	17										296.0			
OCTOBER	21										578.0			
NOVEMBER	21										493.0			
DECEMBER	14										472.5			
TOTALS		490.0	1572.5	203.0	147.5	116.5	7.0	23.5	297.5	2367.5	4724.5	243,607	195,886	439,493
% Of Total			66.4	8.6	6.2	4.9	0.3	1.0	12.6					

ELEMENTARY

MONTH	Teaching Days	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder-ation Matters	Other	1992 Total Days	1991 Total Days	\$ Expense	Long Term Occasional	Total Expense
JANUARY	19		1125.0	89.5	38.0	97.5	55.5	12.5	80.0	1498.0	1758.5	159,684	62,359	222,043
FEBRUARY	20		1408.5	19.5	14.0	32.0	45.5	17.5	146.0	1683.0	2361.0	179,929	66,550	246,479
MARCH	16		1069.0	3.5	7.0	18.0	33.0	5.5	65.5	1201.5	841.5	127,809	75,276	203,085
APRIL	20		1213.5	2.0	15.0	46.5	94.5	10.5	71.0	1453.0	1617.5	152,927	123,557	276,484
MAY	19		1306.5	10.5	7.5	38.5	54.5	9.5	34.5	1461.5	1950.0	155,296	95,123	250,419
JUNE	18		805.5	29.5	4.0	33.5	26.5	8.0	17.0	924.0	1174.0	97,882	93,849	191,731
JULY														
AUGUST														
SEPTEMBER	16										808.0			
OCTOBER	21										1806.0			
NOVEMBER	21										1999.0			
DECEMBER	13										1290.0			
TOTALS			6928.0	154.5	85.5	266.0	309.5	63.5	414.0	8221.0	15605.5	873,527	516,714	1,390,241
% Of Total			84.3	1.9	1.0	3.2	3.8	0.8	5.0					

SECONDARY & ELEMENTARY															
MONTH	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder-ation Matters	Other	1992 Total Days	1991 Total Days	\$ Expense	Long Term Occasional	Total Expense	1992 % Spent	1991 % Spent
JANUARY	7.0	1321.0	120.0	59.5	123.0	58.5	13.5	129.5	1825.0	2093.0	193,984	91,875	285,859		
FEBRUARY	19.0	1729.5	64.0	58.5	50.5	46.0	21.5	201.5	2171.5	2925.5	230,578	79,395	309,973		
MARCH	49.0	1336.0	22.5	21.0	30.0	34.0	7.5	118.0	1569.0	1229.0	165,817	98,825	264,642		
APRIL	40.0	1428.5	42.0	47.5	64.5	94.5	18.5	125.5	1821.0	2127.5	190,721	159,163	349,884		
MAY	176.0	1683.0	74.0	32.5	71.0	57.0	16.0	87.5	2021.0	2785.5	211,741	142,470	354,211		
JUNE	199.0	1002.5	35.0	14.0	43.5	26.5	10.0	49.5	1181.0	1427.0	124,293	140,872	265,165		
JULY															
AUGUST															
SEPTEMBER										1104.0					
OCTOBER										2384.0					
NOVEMBER										2492.0					
DECEMBER										1762.5					
TOTALS	490.0	8500.5	357.5	233.0	382.5	316.5	87.0	711.5	10588.5	20330.0	1,117,134	712,600	1,829,734	71.5	88.4
% Of Total		80.3	3.4	2.2	3.6	3.0	0.8	6.7							

1992 BUDGET
\$2,558,300

Education Centre,
100 Main Street West,
Hamilton, Ontario.
1992 09 10

To the Chairman and Members,
Personnel and Organization Committee,
Hamilton Board of Education.

Ladies and Gentlemen:

**Re: Resolution from the Huron County Board of Education --
Parental Leaves and Unemployment Insurance Benefits**

This matter was referred to the September meeting of the Personnel and Organization Committee from the Board meeting of June 18th.

The Huron County Board is concerned that "... under the revised provisions of the Federal Unemployment Insurance Act, teachers in certain instances who are under contract to a board of education receive full annual salary and simultaneously qualify for parental leave during July and August. Therefore, they have the ability to draw unemployment insurance benefits ...". Under correspondence dated 1992 05 27, the Huron Board has requested that the school boards bring this issue to the attention of our members of Parliament and ask for the appropriate changes to the governing legislation (Employment Standards Act, Unemployment Insurance Act, Education Act).

- Although teachers are under contract until August 31st, they receive their full annual salary in ten equal monthly payments by June 30th. Nevertheless, U.I.C. benefits for maternal and parental leaves of absences for teachers are payable in July and/or August regardless of whether or not the teachers suffered an interruption in earnings.
- Since November, 1990, Unemployment Insurance is funded only by premiums paid from employers and employees. The employee premium rate is 3% of earnings up to a maximum of insurable earnings to \$701.00 per week. The Board's contribution rate is 1.293 times the employee's rate. The 1992 budget amount for U.I.C. premiums is \$5,045,449.00.
- The maximum U.I.C. benefit for 1992 is \$407.00 per week.
- Under the Tax regulations, a person who earns more than \$55,380.00 in 1992 will refund approximately 30% of the U.I.C. benefits received.

Please refer to the following attachments:

1. Letter from the Huron County Board of Education
2. Chart of Parental/Maternal Leave Provisions

Recommendation:

That this report be received for information and that the request of the Huron County Board of Education be supported.

Prepared by: Susan Mawson, Employment Services
Submitted by: Bruce Sinclair, Superintendent of Human Resources
Approved by: Keith A. Rielly, Director of Education and Secretary

1. The first part of the document is a list of the names of the people who were present at the meeting. The names are listed in alphabetical order.

2. The second part of the document is a list of the topics that were discussed at the meeting.

3. The third part of the document is a list of the actions that were taken at the meeting.

4. The fourth part of the document is a list of the people who were responsible for carrying out the actions that were taken at the meeting.

5. The fifth part of the document is a list of the people who were responsible for monitoring the progress of the actions that were taken at the meeting.

6. The sixth part of the document is a list of the people who were responsible for reporting the progress of the actions that were taken at the meeting.

7. The seventh part of the document is a list of the people who were responsible for evaluating the results of the actions that were taken at the meeting.

8. The eighth part of the document is a list of the people who were responsible for implementing the actions that were taken at the meeting.

9. The ninth part of the document is a list of the people who were responsible for maintaining the actions that were taken at the meeting.

10. The tenth part of the document is a list of the people who were responsible for reviewing the actions that were taken at the meeting.

11. The eleventh part of the document is a list of the people who were responsible for updating the actions that were taken at the meeting.

12. The twelfth part of the document is a list of the people who were responsible for archiving the actions that were taken at the meeting.

The Huron County Board of Education

R. B. Allan, B.A., M.Ed., Director of Education



May 27, 1992

K. A. Rielly
Director of Education
Hamilton Board of Education
Box 558
Hamilton, Ontario
L8N 3L1

Dear K. A. Rielly:

Subject: Parental Leaves and Unemployment Insurance Benefits

The Huron County Board of Education has a concern which it believes should be brought to the attention of your Board.

The concern arises as a result of the amendments to the Federal Unemployment Insurance Act and subsequent amendments to the Ontario Employment Standards Act in 1990, and specifically, parental leave provisions.

As you are aware, teachers as defined in Section 1 (1) Subsection 66 of the Education Act are under contract with Boards of Education as prescribed in Section 230 (1) of the Act, and for the period of September 1 to August 31 of each year.

Further, Section 231 of the Education Act stipulates salary and method of payment which requires that a teacher's full annual salary be paid over the period of the school year rather than the calendar year. Therefore, teachers receive full annual salary by the end of June, however, they are employed for a twelve month period.

Under the revised provisions of the Federal Unemployment Insurance Act, teachers, in certain instances, are under contract to a board of education, receive full annual salary and simultaneously qualify for parental leave during July and August. Therefore, they have the ability to draw unemployment insurance benefits.

The Huron County Board of Education recognizes that it has no responsibility or jurisdiction in regard to the determination of unemployment insurance benefits. However, it believes that it is inappropriate that benefits are available without any loss of annual income.

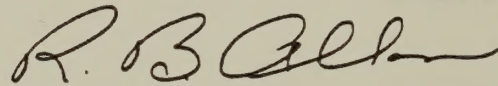
The Huron County Board of Education

Subject: Parental Leaves and Unemployment Insurance Benefits

The Board would appreciate it if you would bring this issue to the attention of your Member of Parliament. We hope the Employment Standards Act will be amended so that the county's resources are used for maximum benefit.

Thank you for your co-operation.

Yours truly,



R. B. Allan
Director of Education

RBA/bdj
DIR/8067
c C-F
DLB

Statutory Provisions Governing
Maternal and Parental Leaves

Sept/92

Maternal Leave (M/L)

EMPLOYMENT STANDARDS (E/S)
PROVIDES FOR UP TO 17 WEEKS
PREGNANCY LEAVE FOR MOTHER
OF CHILD

Ontario
Employment
Standards
Provisions

EMPLOYEE REQUESTS
STATUTORY M/L

STATUTORY (M/L) FOR MOTHER
OF CHILD UP TO 17 WEEKS

UNEMPLOYMENT INSURANCE (UI)
PROVIDES UP TO 17 WEEKS M/L
FOR MOTHER - 2 WEEK UNPAID
WAITING PERIOD - 15 WEEKS PAID
BENEFITS

Federal
Unemployment
Insurance
Regulations

2 WEEK WAITING PERIOD
REIMBURSED TO EMPLOYEE BY
BOARD AT UI RATE

Parental Leave (P/L)

MOTHER ENTITLED TO UP TO 18
WEEKS P/L TO DIRECTLY FOLLOW
M/L
and/or
FATHER ENTITLED TO UP TO 18
WEEKS P/L TO BE TAKEN NO
LATER THAN 35 WEEKS
FOLLOWING BIRTH OF CHILD OR
WHEN CHILD CAME INTO CARE

P/L UP TO 18 WEEKS FOR EITHER
PARENT OR BOTH

P/L AVAILABLE TO EACH SET OF
PARENTS FOR A TOTAL OF 10
WEEKS. UI BENEFITS PAID

TAKEN BY MOTHER MUST
FOLLOW M/L - NO UNPAID
WAITING PERIOD

TAKEN BY FATHER 2 WEEK
UNPAID WAITING PERIOD FOR A
TOTAL OF 12 WEEKS - MUST BE
TAKEN NO LATER THAN 52 WEEKS
AFTER THE BIRTH OR ARRIVAL IN
CARE/CUSTODY

The Illinois County Board of Supervisors



Illinois State Board of Supervisors

Education Centre,
100 Main Street West,
Hamilton, Ontario.
1992 09 10

To the Chairman and Members,
Personnel and Organization Committee,
Hamilton Board of Education.

Ladies and Gentlemen:

Re: Update --Secondary School Office Downsizing Plan

At the Personnel and Organization Committee meeting of 1992 06 30, it was reported that 11 secretarial positions in secondary schools were to be cut, and that efforts were being made to place the employees affected by the downsizing in other assignments throughout the system for September.

We are pleased to report now that we have been successful in transferring these employees temporarily to other assignments avoiding any layoffs of permanent staff. Of the 11 job cuts, two positions were vacant. The remaining 9 employees have been transferred to temporary assignments as follows:

- 3 employees have remained in the secondary schools as replacements for employees on maternal or personal leave.
- 1 employee has been assigned to an Area Office as a replacement for an employee on leave.
- 4 employees have been assigned to departments in the Education Centre as replacement for employees on leave.
- 1 employee is on maternal leave and will not be returning until March of 1993.

As previously reported, the secondary school office downsizing plan results in an estimated savings of \$103,000 in 1992, and \$308,000 on an annual basis.

Recommendation:

That this report be received for information.

Prepared and Submitted by: Bruce Sinclair,
Superintendent of Human Resources

Approved by: Keith A. Rielly,
Director of Education and Secretary

1994-1995
Education Group
101 Main Street
Hudson, N.Y.
10801-3000

101 Main Street
Hudson, N.Y. 10801-3000
Phone: (914) 341-1000

James and Debra

The Hudson Valley Community College

All the students and faculty of the College are invited to attend the 1995-1996 Annual Meeting on Friday, November 10, 1995, at 7:00 PM in the College Commons. The event will be held in the Commons at the College.

The meeting will be held in the Commons at the College. The meeting will be held in the Commons at the College. The meeting will be held in the Commons at the College.

3:00 PM - 5:00 PM in the Commons. The meeting will be held in the Commons at the College.

5:00 PM - 7:00 PM in the Commons. The meeting will be held in the Commons at the College.

7:00 PM - 9:00 PM in the Commons. The meeting will be held in the Commons at the College.

9:00 PM - 11:00 PM in the Commons. The meeting will be held in the Commons at the College.

11:00 PM - 1:00 AM in the Commons. The meeting will be held in the Commons at the College.

1:00 PM - 3:00 PM in the Commons. The meeting will be held in the Commons at the College.

3:00 PM - 5:00 PM in the Commons. The meeting will be held in the Commons at the College.

5:00 PM - 7:00 PM in the Commons. The meeting will be held in the Commons at the College.

7:00 PM - 9:00 PM in the Commons. The meeting will be held in the Commons at the College.

Education Centre,
100 Main Street West,
Hamilton, Ontario.
1992 09 10

To the Chairman and Members,
Personnel and Organization Committee,
Hamilton Board of Education.

Ladies and Gentlemen:

Re: Staffing Report -- Full Time Equivalent Educational Assistant Positions

The purpose of this report is to inform the Board of the need for additional Educational Assistants beyond the Budget approved complement.

The total complement of Educational and Lunchroom Assistant Staff approved in the 1992 Budget is an F.T.E. of 217.77. At Budget Review, a reduction of 13 F.T.E. positions was recommended and approved. As staff were already in place for the remainder of the school year, the implementation of this reduction was planned for September, 1992. In order to remain within the Budget allocation, 12 Junior Kindergarten classes will not have Educational Assistants assigned, and the position of General Assistant has been removed from 7 schools.

Since the approval of the Budget, the allocation of these positions has been reviewed by Superintendents of Schools and Human Resources.

In the past, Educational Assistants have been assigned to all Junior Kindergarten classes, to some specific programs (eg. Autistic, Behaviour Exceptionality, Trainable Retarded, etc.) and to special needs situations where a student or students require one-on-one assistance or specialized service (eg. toileting, mobility aid, hand-over-hand feeding).

Complement Breakdown From Budget

A. Regular Day School
(036)

	<u>F.T.E.</u>
Elementary	73.00
Elementary Alternative Education	1.00

B. Special Education
(037)

Elementary S.A.L.E.P.	1.00
Elementary Special Education Classes and Special Needs	90.00
Elementary Lunchroom Assistant	.86
Secondary	6.50
Secondary Lunchroom Assistant	.29
Secondary Vocational	1.00

C. Trainable Retarded
(038)

	<u>F.T.E.</u>
Educational Assistant	39.00
Lunchroom Assistant	5.12

Total: A + B + C

217.77

Since the approval of the Budget, new students requiring specialized assistance have been identified either through the I.P.R.C. process, as a result of moving to Hamilton, or for 4 and 5 year olds through the intake process from Chedoke Child and Family Centre. At report preparation time, these factors totalled 30.50 F.T.E. new needs over actuals. This total does not include any new needs that may result from I.P.R.C. decisions, students who move into our schools, or any additional Junior Kindergarten classes that may result from on-going growth.

We are in the process of confirming actual enrolments for Junior Kindergarten classes and verifying that students requiring specialized assistance have returned to our school system in order to determine the actual number of additional assistants required.

In order to provide for the additional students requiring special needs, there are two alternatives:

1. The Board hire additional Educational Assistants.
2. Being mindful of previous 1992 Budget decisions, the redeployment of the remaining Junior Kindergarten Educational Assistants into the Special Needs assignments. This redeployment of staff would be subject to the terms of the Collective Agreement and would result in "bumping" and ultimately the layoff of those employees not qualified for special needs assignments or without the necessary seniority.

Recommendation:

That this report be received for information and decision regarding the redeployment of existing resources.

Prepared by: Sylvia Scarrow, Senior Employment Officer

Submitted by: Al Stockwell, Associate Director
Bruce Sinclair, Superintendent of Human Resources

Approved by: Keith A. Rielly, Director of Education and Secretary

Education Centre
100 Main Street West
Hamilton, Ontario
1992 09 10

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) That Heather Gregerson (School Social Worker) be appointed to the Probationary Staff, effective 1992 09 01, with salary according to the salary schedule. **(Replacement)**

2. PERMANENT STAFF APPOINTMENTS

(a) That Sharon Turner (E), be appointed to the Permanent Staff, effective 1992 09 01, with salary according to the salary schedule.

Confirmations

(a) (i) That the following teachers be confirmed in the positions stated, effective as shown, with salaries according to the salary schedule:

Joanne Beard (Head of Department - Family Studies), 1992 09 01
Geoffrey Biggin (Head of Department - Technical), 1992 09 01
Evelyn Brown (Head of Department - Vocational), 1992 09 01
Judith Cole (Head of Department - Music), 1992 09 01
Robert Corey (Head of Department - Physical and Health Education), 1992 09 01
Anita Darrell (Head of Department - Languages), 1992 09 01
Beverley Dunlop (Assistant Head of Department - Languages), 1992 09 01
Karin Eckart (Head of Department - Languages), 1992 09 01
Jacqueline Feeney (Assistant Head of Department - Guidance), 1992 09 01
Keith Gale (Assistant Head of Department - Guidance), 1992 09 01
Bruce Hall (Assistant Head of Department - Technical), 1992 09 01
Kenneth Hayashi (Assistant Head of Department - Guidance), 1992 09 01
Robert Herd (Head of Department - Mathematics), 1992 09 01
Richard Johnson (Head of Department - Physical Health and Education), 1992 09 01
Robert Kelley (Head of Department - Business), 1992 09 01
Robert Laidlaw (Head of Department - Technical), 1992 09 01
Robert Macoritti (Head of Department - Academic), 1992 09 01
David Mathyk (Assistant Head of Department - Business), 1992 09 01
Anne Marie Metford (Head of Department - French Immersion), 1992 11 18
Rosemary Miller (Assistant Head of Department - Mathematics), 1992 09 01
James Moore (Head of Department - Music), 1992 09 01
John Paul Morrison (Assistant Head of Department - English), 1992 09 01
Richard Neufeld (Assistant Head of Department - Technical), 1992 09 01
Hank Reintjes (Assistant Head of Department - Technical), 1992 09 01
Gordon Richardson (Head of Department Physical and Health Education), 1992 09 01
Marlyn Richter (Head of Department - E.S.L.), 1992 09 01
Roger Rose (Assistant Head of Department - Technical), 1992 09 01
Ronald Thomas (Head of Department - Geography), 1992 09 01
James Wilson (Head of Department - Technical), 1992 09 01
Wayne Young (Head of Department - Technical), 1992 09 01

(ii) That the effective date of the confirmation of Richard Bull (Elementary Vice-Principal), approved at a previous meeting, be changed to 1992 03 24.

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) That the resignations of the following teachers for the purpose of retirement, effective 1993 06 30, be accepted with regret and the Board's gratuity be paid:

James Hobbs (E)
Gerald Thomas (S)

7. LEAVING EMPLOYMENT - Nil

8. LEAVES

Leaves of Absence

(a) That the requests of the following teachers for Leaves of Absence, effective as shown, be granted:

Cynthia Grau (E), 1992 09 21 to 1993 03 26
Lynn Krusto (E), 1992 10 05 to 1993 04 09
Nancy Turnbull (E), 1992 11 05 to 1993 01 29
Catherine VanOene (E), 1992 06 03

(b) That the requests of the following staff for Leaves of Absence, effective as shown, be granted:

Sharon Bachuk (Educational Assistant, Educational and Lunchroom Staff), 1992 09 21 to 1993 01 29
Heather Bull (Education Assistant, Educational and Lunchroom Staff), 1992 09 08 to 1993 06 30
Cathy Gilbert (Secretary, Secondary School Clerical and Secretarial Staff), 1992 08 31 to 1993 08 27
Heather Hamilton (Secretary, Clerical and Technical Staff), 1992 09 01 to 1993 06 30
Elizabeth Rinas (Educational Assistant, Educational and Lunchroom Staff), 1992 09 01 to 1993 04 30
Terri Whitworth (Educational Assistant, Educational and Lunchroom Staff), 1992 09 08 to 1993 06 30

Leave Extensions

(a) That the requests of the following teachers for an extension of their Leaves of Absence, effective as shown, be granted:

Douglas Burton (E), 1992 09 01
June Outram (E), 1992 09 01
Catherine Van Oene (E), 1992 09 01

Return from Leave of Absence

(a) That Shawna Valoppi (E) be returned from Leave of Absence and assigned teaching duties, effective 1992 09 01 (.5).

9. OCCASIONAL STAFF APPOINTMENTS - Nil

10. OTHERS

Exchanges

(a) That the request of Laurel Karry (S) for an overseas exchange with a teacher from Australia for the period 1993 01 01 to 1993 12 31, be approved subject to the condition that a suitable exchange teacher from Australia can be arranged through the Ministry of Education.

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

THE STATE OF TEXAS, COUNTY OF DALLAS, ss. I, the undersigned, a Notary Public in and for said State, do hereby certify that the foregoing is a true and correct copy of the original of the same as the same appears from the records of said County.

Given under my hand and seal of office this 25th day of April, 1901.

25 APR 1901

Notary Public in and for the State of Texas, my commission expires the 25th day of April, 1902.

Witness my hand and seal of office at Dallas, Texas, this 25th day of April, 1901.

Notary Public in and for the State of Texas, my commission expires the 25th day of April, 1902.

Witness my hand and seal of office at Dallas, Texas, this 25th day of April, 1901.

Notary Public in and for the State of Texas, my commission expires the 25th day of April, 1902.

Notary Public in and for the State of Texas, my commission expires the 25th day of April, 1902.

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Notary Public in and for the State of Texas, my commission expires the 25th day of April, 1902.

Notary Public in and for the State of Texas, my commission expires the 25th day of April, 1902.

REQUESTS FOR "FOUR OVER FIVE" PLAN

(a) That approval be granted for the request of the following teacher for a Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") of the Secondary School Collective Agreement, effective as shown:

Jacqueline Norris, 1995 02 01 to 1995 06 30 (2nd Semester, 1994-95 School Year)

(b) That approval be granted to rescind the Leaves of Absence under the Salary Holdback Plan ("Four Over Five Plan") of the Collective Agreement, approved at previous meetings for the following teachers, effective as shown:

Katherine Conway (S), 1995 09 01 to 1996 06 30 (1995-96 School Year)

Michelle Friesen (E), 1996 09 01 to 1997 06 30 (1996-97 School Year)

CAL ON HBL W26

A36

1992

A G E N D A

PERSONNEL & ORGANIZATION COMMITTEE

1992 10 08

Confirmation of the minutes of the regular meeting of 1992 09 10 and special meetings of 1992 08 27 and 1992 09 17.

GENERAL

NEW BUSINESS:

1. Recommendations of the Director of Education Pages 1 to 2
2. (a) Staffing Report Page 3
(b) Report on Supply Teachers Page 4
3. Overtime Policy - Administrative Staff
(Requested by Trustee Cunningham)

ELEMENTARY/SECONDARY

BUSINESS ARISING OUT OF THE MINUTES:

1. Report re Review of Promotion Process - Principal
and Vice-Principal Pages 5 to 23

NEW BUSINESS:

1. Recommendations of the Director of Education Pages 24 to 26

Education Centre
100 Main Street West
Hamilton, Ontario
1992 10 08

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS - Nil

2. PERMANENT STAFF APPOINTMENTS

Confirmation

(a) That the following staff be confirmed in the position stated, effective 1992 08 06, with salary according to the salary schedule:

Irene Polidori (Manager, Financial Services, Administrative Staff)

3. PROMOTIONS

(a) That the following staff be appointed to the position stated, effective as shown, with salary according to the salary schedule:

Irene Sushko (Co-ordinator, Affirmative Action/Employment Equity - Grade 13, Administrative Staff), 1992 10 19
(Replacement)

4. INTERNAL APPOINTMENTS

(a) That the following staff be appointed to the position stated, effective as shown, with salary according to the salary schedule:

Karen Mulholland (Clerk/Typist, Research Services - Grade 4, Clerical and Technical Staff), 1992 10 12 (.5)
(Replacement)

Jo-Ann Reitzel (Psychoeducational Consultant, Professional Student Services Personnel - Area 3) 1992 09 23 (3.5)
(Replacement)

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) That the resignation of the following staff, for the purpose of retirement from the position stated, effective 1993 06 30, be accepted with regret and that the Board's gratuity be paid:

Robert Adams (Special Education Services Co-ordinator)
Bruce Hosking (Visual Arts Co-ordinator)
Barbara Howard (Staffing Co-ordinator)
Owen Jackson (Research Services Supervisor)

(b) That Clause 6(a) of the September Report of the Personnel and Organization Committee regarding the retirement of Anne O. Dicker be changed to read:

That the resignation of Anne O. Dicker (Cleaner, Cleaning Staff) for the purpose of retirement, effective 1992 08 31, be accepted with regret.

7. LEAVING EMPLOYMENT - Nil

8. LEAVES

Leaves of Absence

(a) That the request of the following staff for a Leave of Absence, effective as shown, be granted:

Joanne Runco (Secretary, Clerical and Technical Staff), 1992 11 02 to 1993 06 11

Return from Leave of Absence

(a) That the following staff be returned from their Leaves of Absence, effective as shown:

Gail Christmas (Supervisor, Administrative Staff), 1992 09 28

Valerie Elliott (Secretary, Clerical and Technical Staff), 1992 08 24

Kathy MacDonald (Secretary, Clerical and Technical Staff), 1992 09 01

Kelly Preocanin (Transportation Clerk, Clerical and Technical Staff), 1992 07 03

Lucy Veerman (Budget Manager, Administrative Staff), 1992 07 13

Melanie White (Cleaner, Cleaning Staff), 1992 08 25

9. OCCASIONAL STAFF APPOINTMENTS - Nil

10. OTHERS - Nil

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

	1992 ACTUALS												1992 BUDGET					
	1986	1987	1988	1989	1990	1991	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Admin & Support Staff	419.37	432.24	470.64	492.54	493.54	486.71	485.71	485.71	485.71	485.71	485.71	485.71	454.21	454.21	454.21			451.11
Co-ordinators/Consultants	76.00	78.00	76.67	76.67	75.67	66.67	66.67	66.67	66.67	66.67	66.67	66.67	60.00	60.00	60.00			59.00
Teachers - Elementary	1,362.95	1,414.75	1,498.45	1,592.15	1,628.35	1,659.75	1,662.25	1,662.25	1,664.25	1,664.25	1,664.25	1,664.25	1,664.25	1,664.25	1,657.15			1,661.75
Secondary - Composite	732.67	741.83	757.50	795.00	841.00	850.67	850.67	858.33	858.33	858.33	858.33	858.33	858.33	858.33	861.00			851.37
- Vocational	159.83	160.90	160.07	146.00	116.67	107.67	107.67	108.67	108.67	108.67	108.67	108.67	108.67	108.67	100.67			103.67
- Vanier	31.00	31.50	33.00	34.00	33.50	34.00	34.00	34.00	34.00	34.00	34.00	34.00	34.00	34.00	35.00			35.00
Elementary TR	34.00	29.00	26.00	24.00	20.00	16.00	16.00	16.00	16.00	16.00	16.00	15.00	15.00	15.00	14.00			16.00
Secondary TR	6.00	7.00	8.00	7.00	9.67	14.67	14.67	14.67	14.67	14.67	14.67	15.67	15.67	15.67	15.33			14.67
Lunchroom - Elementary	78.40	92.80	102.90	115.10	112.30	118.50	118.50	118.50	118.71	118.71	118.71	118.71	118.71	118.71	81.86			88.50
- Secondary	7.30	7.30	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00			7.00
- Vocational	3.10	3.10	3.10	2.60	2.14	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00			2.00
Bus Supervisors	12.10	13.90	14.40	16.50	17.68	16.71	16.71	16.71	16.71	16.71	16.71	16.71	16.71	16.71	15.86			16.71
Educational Assistants	139.00	155.00	173.00	217.50	221.50	223.50	223.50	224.50	224.50	224.50	228.50	228.50	228.50	228.50	228.50			211.50
Lunchroom Assistants	5.14	5.71	6.00	6.43	6.56	6.56	6.56	6.27	6.27	6.27	6.27	6.27	6.27	6.27	6.27			6.27
Ckrs/Maint/Whts/Asbestos	210.00	210.00	217.00	218.00	220.00	219.00	219.00	220.00	220.00	219.00	219.00	219.00	214.00	214.00	214.00			214.50
Cleaners/Cooks	330.00	333.00	340.00	347.00	351.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	353.00			358.00
Staff On Loan - Teachers	29.55	34.25	34.92	33.92	41.25	41.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	39.75			42.75
- Consultants			0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33						
- Clerical					0.50													
Full Time Equiv. Positions	3,636.41	3,750.28	3,928.98	4,131.74	4,198.66	4,231.49	4,233.99	4,244.36	4,246.57	4,245.57	4,249.57	4,249.57	4,206.07	4,206.07	4,145.60			4,139.80
Number Of Employees					4,805	4,861	4,864	4,873	4,876	4,875	4,879	4,879	4,837	4,837	4,805			4,799
Lunchroom Enrolment	12,000 est	13,000 est	14,000 est	15,000 est	15,571	16,618	16,618	16,645	16,645	16,645	16,683	16,683			17,299			16,645
Enrolment - Elementary	* 24,682	* 24,741	* 25,007	* 25,474	* 25,811	* 26,111	26,101	25,979	25,944	25,931	25,962	25,905			* 26,390			** 26,519
- Sec Composite	* 11,928	* 12,171	* 12,213	* 12,354	* 12,707	* 12,328	12,209	12,595	12,320	12,058	11,819	11,731			* 12,994			** 13,093
- Sec Vocational	* 1,794	* 1,698	* 1,598	* 1,453	* 1,189	* 950	937	1,048	1,009	951	896	869			* 1,035			** 1,066
- Sec Vanier	* 400	* 400	* 407	* 400	* 399	* 382	379	388	389	385	377	374			* 465			** 413
- T. R.	* 262	* 243	* 210	* 193	* 178	* 160	162	166	167	168	167	168			* 171			** 148
- TOTAL	* 39,066	* 39,253	* 39,435	* 39,874	* 40,284	* 39,931	39,788	40,176	39,829	39,493	39,221	39,047			* 41,055			** 41,239



Education Centre
100 Main Street West
Hamilton, Ontario
1992 10 08

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

RE: Report on Supply Teachers

Supply teachers are paid on the 15th day of the month for work performed during the previous month.

As such, the date for the September report is not available until after the October 15th pay.

The report on Supply Teacher usage for the month of September, 1992 will be issued at the November, 1992 Personnel and Organization Meeting.

Prepared and Submitted by:

Bruce Sinclair, Superintendent of Human Resources

Approved by:

Keith Rielly, Director of Education and Secretary

RECOMMENDATION:

THAT THIS REPORT BE RECEIVED FOR INFORMATION.

Prepared by: Committee to Review Personnel Policies - Personnel and
Vice-Principal

Reviewed by: J. H. Hines, Superintendent of Schools, Area 1

Approved by: Keith A. Rielly, Director of Education and Secretary

2000-2001
2001-2002
2002-2003
2003-2004

To the President and Vice President
of the University of California
San Diego

Dear Mr. and Mrs. [Name]

Re: [Name]

I am pleased to hear that you are interested in the [Name] program.

It is a great honor to have you as a member of our community.

We look forward to your visit and to the many opportunities for collaboration.

Sincerely,
[Name]

Respectfully,
[Name]

Very truly yours,
[Name]

Very truly yours,
[Name]

1992 10 08

To Personnel and Organization Committee
Hamilton Board of Education

Ladies & Gentlemen:

RE: REVIEW OF PROMOTION PROCESS - PRINCIPAL AND VICE-PRINCIPAL

Early in 1991, senior management struck a system committee to review the promotion procedures for Principals and Vice-Principals. The enclosed report describes the committee's mandate, methodology and recommendations to senior management. Appendix 1 provides a description of the committee's activities. The Academic Memorandum contains the revised policy and procedures resulting from this work. It is expected that these procedures, when implemented, will provide an improvement to our existing practices.

COMMITTEE MEMBERS

Rick Binns	Superintendent of Schools (Chair)
Doris Boettger	Principal (Elementary)
Joan Browning	H.T.F. Rep★
Lee Currie	Vice-Principal (Secondary)
Barbara Howard	Staffing Coordinator
Bud Knowles	Principal (Secondary)
Lynne LaPierre	HTF Co-Chair★
Jim McCaughey	Staff Development Program Leader
Phil Morgan	Vice-Principal (Elementary)★
Jack Niewland	HTF Co-Chair
Gord Perrault	Principal (Secondary)★
Murray Quinn	Superintendent of Schools
Doug Robb	OSSTF Rep
Halina Sims	Principal (Elementary)
Al Stockwell	Associate Director (Ex-Officio)

★Role when Committee was Struck

RECOMMENDATION:

THAT THIS REPORT BE RECEIVED FOR INFORMATION.

Prepared by: Committee to Review Promotion Process - Principal and Vice-Principal

Submitted by: Rick Binns, Superintendent of Schools, Area 3

Approved by: Keith A. Rielly, Director of Education and Secretary

PROMOTION PROCESS FOR VICE-PRINCIPALS

COMMITTEE MANDATE

- To review and revise Academic Memoranda AM021 "Promotion Policy and Procedures For the Positions Of Principal of Elementary and Secondary Schools" and AMO23 "Promotion and Procedures for the Positions for Vice-Principal of Elementary and Secondary Schools".
- To recommend revision of procedures, instruments, training of assessors, timelines, identifying leadership characteristics, personnel involved, final selection procedures and feedback.

METHODOLOGY AND OUTCOMES

The Hamilton Board utilizes a system planning model which consists of *review, development and implementation* phases.

REVIEW PHASE

The committee spent several meetings on this phase as indicated on the time log. (Appendix 1). The model under review contained four modules:

- The Candidate Application - standard system form
- The Candidate Profile - completed by Principal and Superintendent
- An Assessment Centre - one day observation of skills and competencies
- An Interview - 30 minute interview with Senior Officials, Principal Association Representatives and Trustee.

After everyone was updated on all modules, the committee developed the following action plan:

- Survey the various constituent groups to obtain feedback on the current model
- Research the current literature on assessment models as well as the critical competencies of effective administrators.
- Review current promotion practices of neighbouring Boards.
- Update the model to reflect the implications of current legislation including Freedom of Information, Employment Equity and Education Act and Regulations.

On completion of these four elements, individuals or groups reported their findings. After each presentation, either by guest or committee member, there was lengthy dialogue. These discussions captured the salient beliefs and components that members wanted incorporated into the new model. Of special significance were the competencies of effective administrators agreed to after an extensive literature search. This document became the underpinnings for the recommended procedure.

COMPETENCIES OF THE IDEAL SCHOOL ADMINISTRATOR

- Communication Skills
- Curriculum Management
- Evaluation
- Fiscal Management
- Group Processes
- Knowledge of Change Processes
- Leadership Awareness
- Leadership Behaviour
- Organizational Management
- Personal Growth
- Political Management
- Problem Solving Skills

DEVELOPMENT PHASE

During this phase the committee divided into three sub-groups to develop draft proposals on the application, candidate profile and interview procedures. Sub-committees met between whole committee sessions to design proposals and make recommendations. At whole committee, the documents initiated discussion which led either to further sub-committee work or consensus on that specific part. This absorbed a tremendous amount of time. The outcomes are listed below. Forms and packages maybe found in Appendix II.

RECOMMENDATIONS - EXPERIENCE AND QUALIFICATIONS FORMS

1. Fulfill Ministry requirements for qualifications and credentials, as well as allowing candidates to list all salient degrees and certificates.
2. Provide for compliance with the Freedom of Information and Protection of Privacy Act by having candidates sign waiver section.
3. Grant weighted credit for educational experience, positions of added responsibility and voluntary educational involvement.

RECOMMENDATIONS - CANDIDATE PROFILE AND SCORING

1. Publish for reference, competencies of an ideal administrator that will be evaluated throughout the various steps of the process.
2. Give statement as to the purpose of the Candidate Profile and the roles of the candidate, principal and supervisory officer in the completion and evaluation of this profile.
3. Scoring must be criteria/indicator specific and based on the competencies as listed on the job posting.

4. Use holistic scoring by trained teams comprised of secondary and elementary principals.
5. Procedure:
 - A. Candidate completes and submits the Application, Experience and Qualification Form and the Profile response.
 - B. Teams of Elementary and Secondary Principals holistically score numbered Profiles out of a possible 15 points.
 - C. Superintendent reviews Profile with candidate and advocate.
 - Probe/clarify - opportunity for candidate to expand or give added information
 - Evaluation by Superintendent would be a possible 10 points
6. Outcome of Process
 - Total point score out of 25
 - Recommendation to continue in process
 - Recommendations for further growth whether continuing in process or not will be completed by superintendents and used following the candidate's exit from the process.
7. Contact experts to establish scoring process and reliability.

RECOMMENDATIONS - ASSESSMENT CENTRE

1. Access to the Assessment Centre is limited to two attempts.
2. Administrative Council may grant a third opportunity based on evidence of successful completion of a personal growth plan and only after a 2 year interval.
3. A score of 85% or better may be carried for up to 3 years without returning to the Assessment Centre.
4. Revision of the Assessment Centre activities, processes, scoring and feedback.
5. Trained assessors (other than Superintendents) shall have held the position of principal.

RECOMMENDATIONS - THE INTERVIEW PROCESS

1. Interview team members will have interview training.
2. Membership of Interview teams will consist of the following:
Vice-Principal Interview Teams - 5 members
 - Director or Associate Director.
 - Two Principals - chosen by Principal Associations
 - Coordinator - chosen by Superintendent of Program
 - Trustee

3. *Pre-Interview Duties of the Team*

- Choose a chairperson
- Identify individual to provide feedback. Feedback given to each candidate within 3 weeks.
- Handle administrative arrangements including location, time, roles and candidate notification
- Design interview questions that -
 - relate to the job posting
 - contain a variety of questions - (written, Behavioural Descriptive, opinion)
 - address learning styles by giving written format
- A question must be prepared and used which addresses the candidate's entry plan.
- Discuss any issue that may affect the outcome. (e.g. - conflict of interest)
- Develop tracking and tally sheets
- Develop decision making process

4. *During Interview*

- Members take complete notes using tracking sheets and tally guides
- Members individually score each candidate at the completion of the interview.
- The Chair should take care to run each interview on time, but avoid making candidate feel rushed.

5. *Post Interviews*

- Declare scores for each candidate.
- Reach a group consensus.
- Develop feedback summaries for each candidate before the team disbands and give summary to the designated feedback person
- Candidates receive a written summary report

6. *Growth Plan*

At any point along the process, the candidate should develop a growth plan as the exit from the process. He/she with the support of their Principal or Supervisor and Superintendent will create a growth plan.

Appendix 1

TIME LOG

DATE	ACTIVITY
Feb. 28, 1991 9:00 - 11:00	• Introductions, Mandate, Division of Tasks
March 19, 1991 2:30 - 5:00	• Imaging the Ideal School Administrator
April 9, 1991 3:00 - 5:00	• Report on March 19 activity and implications
April 30, 1991 3:00 - 5:00	• The Halton Selection Process
May 14, 1991 3:00 - 5:00	• Literature Research Update • What Parents had to say about selection
June 20, 1991 3:00 - 5:00	• Human Rights and the Selection Process - Linda Sproule-Jones
Sept. 11, 1991 3:00 - 5:00	• Fall/Spring '92 -- Selection Process
Sept. 26, 1991 3:00 - 5:00	• Activity - List of Traits • Image of the Ideal Middle School principal: A Comparison • Assessment Centre: Evaluating a Drama Unit
Oct. 9, 1991 3:00 - 5:00	• Organizer for Competencies • Scoring Candidates Profile
Oct. 22, 1991 3:00 - 5:00	• Secondary Teachers Questionnaire • Problems Encountered with Candidate's Profile
Nov. 7, 1991 3:00 - 5:00	• Compensatory Education as part of experience • Review of the Ideal School Administrator • Reviewing the Assessment Centre
Nov. 21, 1991 3:00 - 5:00	• Trustee Bishop's Presentation on Leadership and the Selection Procedure • Data on Gender-number of candidates 1988-91
Dec. 11, 1991 3:00 - 5:00	• Feedback from Assessment Centre 1991 • Leadership Induction Model Proposal • Secondary School's Principals' Report on Selection

DATE	ACTIVITY
Jan. 9, 1992 8:30 - 4:00	• Interview in-service for Principal teams
Jan. 10, 1992 8:30 - 4:00	• Interview in-service for Principal teams
Jan. 16, 1992 3:00 - 5:00	• Employment Equity Issues • Results of Secondary School Questionnaire
Feb. 6, 1992 3:00 - 5:00	• Secondary School Principals' Report • Breaking up into Sub-Committees
Feb. 11, 1992 8:30 - 11:30	• Sub-group work on Interviews Component
Feb. 18, 1992 8:30 - 11:30	• Sub-group work on Interviews Component
March 26, 1992 8:30 - 11:30	• Review of Experience and Qualification Component
April 13, 1992 8:30 - 11:00	• Review of Candidate Profile
April 30, 1992 8:30 - 11:00	• Continued work on the Candidate Profile
May 15, 1992 8:30 - 11:00	• Review of the Interview Component
May 26, 1992 8:30 - 11:00	• Critical Aspects of the Assessment Centre 1. Placement in Process 2. No. of trips to Centre 3. Objectivity & Training
June 11, 1992 8:30 - 1:00	• Pulling pieces of the puzzle together
June 17, 1992 8:30 - 11:00	• Readiness for the fall
Sept. 2, 1992 1:00 - 4:00	• Timeline for process
Sept. 15, 1992 1:00 - 4:00	• Review of package for presentations
Sept. 22, 1992 1:00 - 4:00	• Review of Principal recommendations

Academic Memorandum

Promotion Policy and Procedures for
the Positions of VICE-PRINCIPAL OF
ELEMENTARY & SECONDARY
SCHOOLS
1992 - 1993

PHILOSOPHY

The Board of Education for the City of Hamilton recognizes the critical importance of appointing the best qualified persons to positions of added responsibility. In order to ensure that this philosophy is implemented with respect to the selection of strong leaders to the position of vice-principal, a comprehensive promotion process has been very successful in identifying strong candidates for this position and has, as well, assisted individuals to grow personally and professionally.

PROCESS FOR 1992

The process for selecting the vice-principal candidates will begin in October, 1992. On completion of the process, the names of applicants deemed to be ready to assume the position will be placed on a list of those eligible for promotion. As positions become available, names will be recommended for appointment from this list to the appropriate Board Committee. Successful candidates will remain on the promotion list until appointed.

The selection process will consist of four components with assigned values as indicated.

An entry plan will be required from candidates who proceed to the personal interview.

1. CANDIDATE'S EXPERIENCE AND QUALIFICATIONS 25 points

2. CANDIDATE'S LEADERSHIP PROFILE 25 points

The purpose of the candidate's leadership profile is to provide an opportunity for the candidate to outline their growth and leadership experiences as related to the role of Vice-Principal. This profile will be analyzed to evaluate the skills and attitudes of the candidate as well as the depth and range of their experiences in this role.

Principal's Role

As preparations for the supervisory officer's evaluation, the principal shall review the "Competencies of the Ideal School Administrator" (see Posting) with the candidate. A principal or supervisor shall act as an advocate.

Holistic Scoring

Names will be removed from the profiles and they will be scored holistically by a team of principals trained in these procedures. (Maximum 15 points)

Superintendent's Role

The superintendent will review the profile with the candidate and advocate. He/she will give the candidate an opportunity to provide added information. An evaluation will be made by the superintendent. (Maximum 10 points).

Recommendation

A recommendation will be made by the Superintendent regarding continuation in the process. Should the recommendation be negative then written suggestions for further growth will be provided. Candidates with a positive recommendation will proceed to the Assessment Centre stage.

3. **ASSESSMENT CENTRE** 25 points

The Assessment Centre provides candidates with an assessment of their skills in such areas as those listed in the "Competencies of the Ideal School Administrator" (see Posting). Selected candidates for the position of vice-principal will attend.

A short list will be developed prior to the interview which will be a reflection of the candidate's assessment to that point in the promotion procedure and the needs of the system.

4. **PERSONAL INTERVIEW** 25 points

The individual personal interview is designed to assess the candidate's skills with respect to the same competencies as indicated above. Candidates completing the interview will receive a written summary report.

5. **ENTRY PLAN**

Each candidate who proceeds to the personal interview stage of the process is required to submit an entry plan for a school to which he or she may be assigned. This entry plan should be submitted to the appropriate superintendent. It will be included in the package of information that is forwarded to the interview team and a question will be asked addressing the candidate's entry plan.

PROCEDURE

1. Job Postings giving specific details with respect to basic requirements for vice-principals are attached.
2. A *general information meeting* will be held on **Tuesday, October 13, 1992, 4:15 p.m. at Sanford Avenue School**. The purpose of this meeting will be to answer the questions of prospective candidates about the process.

3. All completed Experience and Qualifications Forms and Leadership Profiles will be due Friday, October 23, 1992.
4. The superintendent's recommendation will be forwarded to the Associate Director by Tuesday, November 10, 1992.
5. The profile will be scored holistically by a team of Principals and used in conjunction with the discussions that take place among the candidate, the Superintendent and the principal, to determine the superintendent's evaluation.

6. **ASSESSMENT CENTRE**

The Assessment Centre will be conducted for selected vice-principal candidates at Canterbury Hills during the week of November 16, 1992. The number of candidates selected for this activity will be a reflection of the candidate's assessment to this point in the promotion procedure and the needs of the system.

NOTE:

- ⊕ Access to the Assessment Centre is limited to two attempts.
- ⊕ Administrative Council may grant a third opportunity based on evidence of successful completion of a personal growth plan and only after a 2 year interval.
- ⊕ A score of 85% or better may be carried for up to 3 years without returning to the Assessment Centre.

7. **ENTRY PLAN**

The entry plan, which will form part of the information data for those candidates proceeding to the personal interview, should be forwarded to the appropriate Superintendent by Monday, November 30, 1992.

8. **INDIVIDUAL PERSONAL INTERVIEWS**

Selected candidates will be interviewed during the week of December 7, 1992. Successful candidates will be informed about location, date and time of interviews.

9. **ELIGIBLE FOR PROMOTION LIST ("POOL")**

The names of candidates who are recommended to be promoted to the position of vice-principal will be placed on an "Eligible for Promotion List". As positions become available, individuals from this "pool" will be recommended to the Board for promotion.

NOTE: *Candidates placed on the "Eligible for Promotion List" as a result of this year's promotion process will only be considered for promotion once those candidates presently on the list have been promoted.*

10. Candidates wishing to have personal evaluative feedback on the various components of the process must contact the appropriate superintendent prior to the Christmas break to make an appointment. The intention is to give the detailed feedback to the candidates after the whole process has been completed.

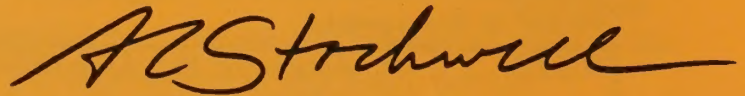
September, 1992

We appreciate the interest, understanding and extensive work that many individuals in our system have exhibited in assisting us in our attempts to select the best possible candidates for these positions.

Candidates are reminded that as noted in AM 023, December, 1988, both parts of the Principals' Course must be completed before candidates are eligible to apply.

CANDIDATES FOR THE POSITION OF PRINCIPAL

A separate Academic Memorandum outlining the year's process for selection of candidates for the position of principal will be issued by December 31, 1992.



A. L. Stockwell
Associate Director of Education

/md

PLEASE POST

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON

The Education Centre

Applications are invited for the position of:

ACTING VICE-PRINCIPAL OF AN ELEMENTARY SCHOOL

Basic Requirements:

An applicant must have:

1. Had a minimum of ten years teaching experience
2. Completed the Principals' Course, Session II, before October 1, 1992.

Competencies of the Ideal School Administrator:

The following competencies will be utilized throughout various stages of the process as criteria to evaluate candidates:

- | | |
|-------------------------------|-----------------------------|
| • COMMUNICATION SKILLS | • LEADERSHIP AWARENESS |
| • CURRICULUM MANAGEMENT | • LEADERSHIP BEHAVIOUR |
| • EVALUATION | • ORGANIZATIONAL MANAGEMENT |
| • FISCAL MANAGEMENT | • PERSONAL GROWTH |
| • GROUP PROCESSES | • POLITICAL MANAGEMENT |
| • KNOWLEDGE OF CHANGE PROCESS | • PROBLEM SOLVING |

Applications:

Applicants for this position are asked to complete the attached "APPLICATION", and "Experience and Qualifications Form" as well as to develop a "Candidate's Leadership Profile".

Note *Curricula Vitae and resumes are not to be submitted.*

Please forward your completed Application, Experience and Qualifications Form and Candidate's Leadership Profile to the Associate Director by **Friday, October 23, 1992**. Blank forms are available from the Office of the Associate Director (521-2504).

The following is a list of the names of the persons who have been elected to the office of the President of the United States since the year 1789.

1789	George Washington
1793	John Adams
1797	Thomas Jefferson
1801	James Madison
1805	James Monroe
1817	James Monroe
1821	James Monroe
1825	James Monroe
1829	Andrew Jackson
1837	Andrew Jackson
1841	Andrew Jackson
1845	Andrew Jackson
1849	Andrew Jackson
1853	Andrew Jackson
1857	Andrew Jackson
1861	Andrew Jackson
1865	Andrew Jackson
1869	Andrew Jackson
1873	Andrew Jackson
1877	Andrew Jackson
1881	Andrew Jackson
1885	Andrew Jackson
1889	Andrew Jackson
1893	Andrew Jackson
1897	Andrew Jackson
1901	Andrew Jackson
1905	Andrew Jackson
1909	Andrew Jackson

The following is a list of the names of the persons who have been elected to the office of the Vice President of the United States since the year 1789.

1789	John Adams
1793	Thomas Jefferson
1797	Thomas Jefferson
1801	Thomas Jefferson
1805	Thomas Jefferson
1817	Thomas Jefferson
1821	Thomas Jefferson
1825	Thomas Jefferson
1829	Thomas Jefferson
1837	Thomas Jefferson
1841	Thomas Jefferson
1845	Thomas Jefferson
1849	Thomas Jefferson
1853	Thomas Jefferson
1857	Thomas Jefferson
1861	Thomas Jefferson
1865	Thomas Jefferson
1869	Thomas Jefferson
1873	Thomas Jefferson
1877	Thomas Jefferson
1881	Thomas Jefferson
1885	Thomas Jefferson
1889	Thomas Jefferson
1893	Thomas Jefferson
1897	Thomas Jefferson
1901	Thomas Jefferson
1905	Thomas Jefferson
1909	Thomas Jefferson

The following is a list of the names of the persons who have been elected to the office of the Secretary of the United States since the year 1789.

1789	Thomas Jefferson
1793	Thomas Jefferson
1797	Thomas Jefferson
1801	Thomas Jefferson
1805	Thomas Jefferson
1817	Thomas Jefferson
1821	Thomas Jefferson
1825	Thomas Jefferson
1829	Thomas Jefferson
1837	Thomas Jefferson
1841	Thomas Jefferson
1845	Thomas Jefferson
1849	Thomas Jefferson
1853	Thomas Jefferson
1857	Thomas Jefferson
1861	Thomas Jefferson
1865	Thomas Jefferson
1869	Thomas Jefferson
1873	Thomas Jefferson
1877	Thomas Jefferson
1881	Thomas Jefferson
1885	Thomas Jefferson
1889	Thomas Jefferson
1893	Thomas Jefferson
1897	Thomas Jefferson
1901	Thomas Jefferson
1905	Thomas Jefferson
1909	Thomas Jefferson

PLEASE POST

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON

The Education Centre

Applications are invited for the position of:

ACTING VICE-PRINCIPAL OF A SECONDARY SCHOOL

Basic Requirements:

An applicant must have:

1. Had a minimum of ten years teaching experience
2. Completed the Principals' Course, Session II, before October 1, 1992.

Competencies of the Ideal School Administrator:

The following competencies will be utilized throughout various steps of the process as criteria to evaluate candidates:

- | | |
|-------------------------------|-----------------------------|
| • COMMUNICATION SKILLS | • LEADERSHIP AWARENESS |
| • CURRICULUM MANAGEMENT | • LEADERSHIP BEHAVIOUR |
| • EVALUATION | • ORGANIZATIONAL MANAGEMENT |
| • FISCAL MANAGEMENT | • PERSONAL GROWTH |
| • GROUP PROCESSES | • POLITICAL MANAGEMENT |
| • KNOWLEDGE OF CHANGE PROCESS | • PROBLEM SOLVING |

Applications:

Applicants for this position are asked to complete the attached "APPLICATION", and "Experience and Qualifications Form" as well as to develop a "Candidate's Leadership Profile".

Note: Curricula Vitae and resumes are **not** to be submitted.

Please forward your completed Application, Experience and Qualifications Form and Candidate's Leadership Profile to the Associate Director by **Friday, October 23, 1992**. Blank forms are available from the Office of the Associate Director (521-2504).

THE BOARD OF DIRECTORS OF THE UNIVERSITY OF

THE STATE OF TEXAS

A RESOLUTION RELATIVE TO THE

ACTING VICE-CHANCELLOR

A SECONDARY SCHOOL

THE UNIVERSITY

THE UNIVERSITY OF TEXAS

1. That a resolution of the Board of Directors of the University of Texas, passed at its meeting held on the 15th day of June, 1911, be and the same be approved.
2. That the Board of Directors of the University of Texas, be and the same be authorized to take such action as may be deemed proper in the premises.

THE UNIVERSITY OF TEXAS

The Board of Directors of the University of Texas, be and the same be authorized to take such action as may be deemed proper in the premises.

- | | |
|---|--|
| 1. That the Board of Directors of the University of Texas, be and the same be authorized to take such action as may be deemed proper in the premises. | 2. That the Board of Directors of the University of Texas, be and the same be authorized to take such action as may be deemed proper in the premises. |
| 3. That the Board of Directors of the University of Texas, be and the same be authorized to take such action as may be deemed proper in the premises. | 4. That the Board of Directors of the University of Texas, be and the same be authorized to take such action as may be deemed proper in the premises. |
| 5. That the Board of Directors of the University of Texas, be and the same be authorized to take such action as may be deemed proper in the premises. | 6. That the Board of Directors of the University of Texas, be and the same be authorized to take such action as may be deemed proper in the premises. |
| 7. That the Board of Directors of the University of Texas, be and the same be authorized to take such action as may be deemed proper in the premises. | 8. That the Board of Directors of the University of Texas, be and the same be authorized to take such action as may be deemed proper in the premises. |
| 9. That the Board of Directors of the University of Texas, be and the same be authorized to take such action as may be deemed proper in the premises. | 10. That the Board of Directors of the University of Texas, be and the same be authorized to take such action as may be deemed proper in the premises. |

APPROVED

Attest: My hand and the seal of the University of Texas, this 15th day of June, 1911.

CHANCELLOR

These records were examined and found correct by the Board of Directors of the University of Texas, at its meeting held on the 15th day of June, 1911.

APPLICATION

CANDIDATE'S NAME: _____

CANDIDATE'S SCHOOL: _____

QUALIFICATIONS

SPECIALIST CERTIFICATE(S) (Identify)

TEACHING EXPERIENCE:

Total Number of Years: _____

Please check appropriate boxes.

Masters of Education (Or Related Masters Degree)
 Doctorate of Education (Or Related Doctorate Degree)
 Supervisory Officers Certification
 Leadership Course
 Principal's Certificate

- Part I
 - Part II

☐
☐
☐
☐
☐
☐

Other Education Related Certificates (List)

Please list the names of any three educational leaders who can verify your experience listings.

NAME

CURRENT POSITION/LOCATION

WAIVER

Pursuant to the section of the Municipal Freedom of Information and Protection of Privacy Act, 1989, I, _____ authorize the Board of Education for the City of Hamilton to contact the persons or organizations listed herein for the purpose of obtaining reference information. This information will be used for determining my suitability for the position.

 Signature

 Date

APPLICATION

CANDIDATE'S NAME

CANDIDATE'S SCHOOL

QUALIFICATIONS

SPECIALIST CERTIFICATION (Specify)

TEACHER'S CERTIFICATION

(Last Name - First)

Please check appropriate boxes.

Master's Education ()
Master's Education ()
Specialty Certificate ()
Leadership Certificate ()
Specialty Certificate ()

00000000

Other Education Related Certifications ()

Please list the names of any other schools you have attended.

CURRENT POSITION/LOCATION

NAME

WALVER

I warrant to the extent of the knowledge of information and facts that I have provided in this application are true and correct. I understand that any false information provided may result in the denial of my application and may be subject to legal action.

Date

Signature

NAME: _____

EXPERIENCE & QUALIFICATIONS ELEMENTARY VICE-PRINCIPAL

I. EXPERIENCE "A"

The years applied in this section are NOT to overlap each other. The total years applied can not exceed your total years experience. Part time assignments should be calculated with the assignment figure used.

PRIMARY CLASSROOM	1 x _____ yrs. = _____	(max. 3) eg. J.K., S.K., Gr. 1-3 (not Sp.Ed.)
JUNIOR CLASSROOM	1 x _____ yrs. = _____	(max. 3) eg. Gr. 4-6 (not middle school subj.)
INTERMEDIATE CLASSROOM	1 x _____ yrs. = _____	(max. 3) eg. Gr. 7-8, middle school subject
TEACHER-LIBRARIAN	1 x _____ yrs. = _____	(max. 3)
ITINERANT TEACHER	1 x _____ yrs. = _____	(max. 3) eg. Core Fr/Eng, P-J Mus/PE, ESL
SELF-CONTAINED SPEC. ED.	1 x _____ yrs. = _____	(max. 3) eg. SLD, GLD, TR, Orth, Sp. Lang
L.R.T./S.E.R.T.	1 x _____ yrs. = _____	(max. 3)
SPECIAL ASSIGNMENT _____ *	1 x _____ yrs. = _____	(max. 3) eg. Area Sp.Assignment, ACES, GLRT
SECONDARY SCHOOL	1 x _____ yrs. = _____	(max. 2) eg. composite or vocational assign.
OTHER _____ *	1 x _____ yrs. = _____	(max. 2) eg. DND

* For these lines, an explanation and validation support must be attached in order to be considered.

TOTAL YRS. _____ TOTAL (Max. 12)

II. EXPERIENCE "B"

The years of experience applied in this section may overlap with each other or those applied in Experience "A".

CURRICULUM COORDINATOR	1.5 x _____ yrs. = _____	(max. 4)
CONSULTANT	1 x _____ yrs. = _____	(max. 3)
ADJUSTMENT COUNSELLOR/CONSULTANT	1 x _____ yrs. = _____	(max. 3)
PRINCIPAL'S ASSISTANT	1 x _____ yrs. = _____	(max. 3)
PROGRAM LEADER	1 x _____ yrs. = _____	(max. 3)
COMPENSATORY EDUCATION SCHOOL	1 x _____ yrs. = _____	(max. 2)
ADULT EDUCATION/NIGHT SCHOOL *	.5 x _____ yrs. = _____	(max. 1)
SUMMER SCHOOL/SKILL SCHOOL *	.5 x _____ yrs. = _____	(max. 1)
MINISTRY COURSE INSTRUCTOR *	.5 x _____ yrs. = _____	(max. 1)
EXTERNAL EDUCATIONAL LEADERSHIP EXPERIENCE *	.5 x _____ yrs. = _____	(max. 1)

* For these lines, an explanation and validation support must be attached in order to be considered.

TOTAL _____ (Max. 10)

EXPERIENCE "A" = _____

EXPERIENCE "B" = _____

TOTAL (Page 1) _____ x 1.3 = _____ (Max 28)

III. EDUCATIONAL INVOLVEMENT (VOLUNTARY)

(A) SCHOOL CONTRIBUTIONS (Leadership Roles)

(I) Students

Activity	Your Role	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

.5 x _____ yrs. = _____ (Max. 2)

.5 x _____ yrs. = _____ (Max. 2)

.5 x _____ yrs. = _____ (Max. 2)

.5 x _____ yrs. = _____ (Max. 2)

TOTAL _____ (MAX. 6)

.5 x _____ yrs. = _____ (Max. 1)

.5 x _____ yrs. = _____ (Max. 1)

.5 x _____ yrs. = _____ (Max. 1)

.5 x _____ yrs. = _____ (Max. 1)

TOTAL _____ (MAX. 2)

1 x _____ yrs. = _____ (Max. 2)

1 x _____ yrs. = _____ (Max. 2)

_____ (Max..5)

_____ (Max..5)

_____ (Max..5)

_____ (Max..5)

TOTAL _____ (MAX. 3)

(B) FEDERATION

President

Chief Negotiator

Other Leadership Roles in the Federation (List)

Dates

_____	_____
_____	_____
_____	_____
_____	_____

(C) SYSTEM LEADERSHIP ROLES (List)

Dates

_____	_____
_____	_____
_____	_____
_____	_____

.5 x _____ yrs. = _____ (Max. 2)

.5 x _____ yrs. = _____ (Max. 2)

.5 x _____ yrs. = _____ (Max. 2)

.5 x _____ yrs. = _____ (Max. 2)

(D) OTHER PROFESSIONAL CONTRIBUTIONS (List)

Dates

_____	_____
_____	_____
_____	_____
_____	_____

TOTAL _____ (MAX. 6)

_____ (Max. .5)

_____ (Max. .5)

_____ (Max. .5)

_____ (Max. .5)

TOTAL _____ (MAX. 2)

(E) COMMUNITY LEADERSHIP ROLES (Be specific)

Dates

_____	_____
_____	_____
_____	_____
_____	_____

_____ (Max. 1)

_____ (Max. 1)

_____ (Max. 1)

_____ (Max. 1)

TOTAL _____ (MAX. 3)

SUMMARY: TOTAL PAGE 1: _____

TOTAL PAGE 2: _____

GRAND TOTAL: _____

÷ 2 =

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EXPERIENCE AND QUALIFICATIONS SECONDARY VICE-PRINCIPAL

I. EDUCATIONAL EXPERIENCE

Please fill in the blanks with the information requested for each section.

SECONDARY SCHOOL EXPERIENCE: Name the Schools

_____ 1 _____
 _____ 1 _____
 _____ 1 _____

TOTAL _____ (MAX. 3)

SUBJECT EXPERIENCE: Inside or outside your department.

_____ 1 _____
 _____ 1 _____
 _____ 1 _____

TOTAL _____ (MAX. 3)

SPECIAL AND DIVISION EXPERIENCE: Identify.

Intermediate: _____ 1 _____

Senior: _____ 1 _____

O.A.C.: _____ 1 _____

Vocational _____ 1 _____

Elementary: _____ .5 _____

Curriculum Writing: _____ .5 _____

Special Assignment: _____ .5 _____

System: (List) _____ .5 _____

_____ .5 _____

Other: (Explain) _____ .5 _____

TOTAL _____ (MAX. 6)

EDUCATIONAL EXPERIENCE TOTAL _____ (MAX. 12)

II. POSITIONS OF ADDED RESPONSIBILITY

Curriculum Coordinator 1.5 x _____ Yrs = _____ (Max. 3)

Consultant 1 x _____ Yrs = _____ (Max. 3)

Vocational Assistant 1 x _____ Yrs = _____ (Max. 3)

Department Head 1 x _____ Yrs = _____ (Max. 3)

Assistant Department Head .5 x _____ Yrs = _____ (Max. 2)

Program Leader .5 x _____ Yrs = _____ (Max. 2)

Supervisor, Evening School .5 x _____ Yrs = _____ (Max. 2)

Principal, Summer School .5 x _____ Yrs = _____ (Max. 2)

*External Educational Leadership Experience** .5 x _____ Yrs = _____ (Max. 2)

Other (Explain): _____ .5 x _____ Yrs = _____ (Max. 2)

* For these lines, an explanation and validation support must be attached in order to be considered.

POSITIONS OF ADDED RESPONSIBILITY TOTAL _____ (Max. 16)

III. EDUCATIONAL INVOLVEMENT (VOLUNTARY)

(A) SCHOOL CONTRIBUTIONS (Leadership Roles)

(I) Students

Activity	Your Role	Dates
----------	-----------	-------

.5 x ____ yrs. = ____ (Max. 2)

.5 x ____ yrs. = ____ (Max. 2)

.5 x ____ yrs. = ____ (Max. 2)

.5 x ____ yrs. = ____ (Max. 2)

TOTAL ____ (MAX. 6)

.5 x ____ yrs. = ____ (Max. 1)

.5 x ____ yrs. = ____ (Max. 1)

.5 x ____ yrs. = ____ (Max. 1)

.5 x ____ yrs. = ____ (Max. 1)

TOTAL ____ (MAX. 2)

1 x ____ yrs. = ____ (Max. 2)

1 x ____ yrs. = ____ (Max. 2)

____ (Max..5)

____ (Max..5)

____ (Max..5)

____ (Max..5)

TOTAL ____ (MAX. 3)

.5 x ____ yrs. = ____ (Max. 2)

.5 x ____ yrs. = ____ (Max. 2)

.5 x ____ yrs. = ____ (Max. 2)

.5 x ____ yrs. = ____ (Max. 2)

TOTAL ____ (MAX. 6)

____ (Max. .5)

____ (Max. .5)

____ (Max. .5)

____ (Max. .5)

TOTAL ____ (MAX. 2)

____ (Max. 1)

____ (Max. 1)

____ (Max. 1)

____ (Max. 1)

TOTAL ____ (MAX. 3)

(B) FEDERATION

President

Chief Negotiator

Other Leadership Roles in the Federation (List)

Dates

(C) SYSTEM LEADERSHIP ROLES (List)

Dates

(D) OTHER PROFESSIONAL CONTRIBUTIONS (List)

Dates

(E) COMMUNITY LEADERSHIP ROLES (Be specific)

Dates

SUMMARY: TOTAL PAGE 1: ____

TOTAL PAGE 2: ____

GRAND TOTAL: ____

÷ 2 =

/ 25

CANDIDATE'S LEADERSHIP PROFILE

Please outline the significant leadership experiences and achievements beyond the classroom, which you believe have prepared you for the role of vice-principal. State why you perceive the experiences significant in developing the skills of a school administrator.

Be prepared to discuss the profile with your principal and superintendent.

(Please complete this on a maximum of TWO separate typewritten pages - 8 1/2 x 11.)

THE UNIVERSITY OF CHICAGO

These authors are grateful to the following individuals for their assistance in the preparation of this manuscript: [illegible names]

The authors are also grateful to the following individuals for their assistance in the preparation of this manuscript: [illegible names]

This work was supported by a grant from the National Science Foundation (NSF) under Grant Number [illegible number].

RECEIVED [illegible date]

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Education Centre
100 Main Street West
Hamilton, Ontario
1992 10 08

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Probationary Staff, effective 1992 10 19, with salary according to the salary schedule:

Leslie Downie (E)
Sandra Levy (E), (.3)
Karen Must (E), (.5)
Mark Simpson (E), (.7)

(1.8 - Replacements)

(.7 - New Position)

2. PERMANENT STAFF APPOINTMENTS - Nil

3. PROMOTIONS

(a) (i) That Margaret Schneider be appointed to the position of Acting Principal of an Elementary School, effective 1992 10 19, with salary according to the salary schedule. **(Replacement)**

(ii) That David Repchuk be appointed to the position of Acting Vice-Principal of an Elementary School, effective 1992 10 19, with salary according to the salary schedule. **(Replacement)**

(b) That the following staff be appointed to the position stated, effective as shown, with salary according to the salary schedule:

Patricia Obratoski (Secretary, Lawfield Elementary, Grade 8, Clerical and Technical Staff) (1.0) 1992 10 01.
(Replacement)

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES

(a) That the following timetable changes be approved, effective as shown, with salary according to the salary schedule:

Heather Dyer (E), 1.0 to .9, 1992 10 19
Stella Gibson (E), 1.0 to .8, 1992 09 01
Laurie Gregory (E), .3 to .2, 1992 10 19
Cornelia Schuster (E), 1.0 to .8, 1992 10 19

6. RETIREMENTS

(a) (i) That the resignation of Edward Lowrey, Secondary School Principal, for the purpose of retirement, effective 1993 06 30, be accepted with regret and the Board's gratuity be paid.

(ii) That the resignation of the following teacher for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Pearl Seunarine (E), 1992 12 31

7. LEAVING EMPLOYMENT

(a) That the date for the following teachers to leave the employ of the Board be approved:

Barbara Griffith (E), 1992 09 15

Nancy Geldart (E), 1992 09 18

8. LEAVES

Leaves of Absence

(a) (i) That the requests of the following teachers for Leaves of Absence, effective as shown, be granted:

Angela Garofalo (E), 1992 09 01 to 1992 12 31

Patti McMaster (E), 1992 11 09 to 1993 05 14

Tiziana Penney (E), 1992 11 09 to 1993 05 14

Cynthia Philip (E), 1992 11 02 to 1993 07 16

Katherine Preston (E), 1992 10 19 to 1993 01 29

Evelyn Wilkie (S), 1992 11 16 to 1993 03 12

(ii) That the effective dates of the Leave of Absence granted to Audrey Hensen at a previous meeting, be changed to 1992 09 14 to 1993 03 05.

Leave Extensions

(a) That the requests of the following teachers for an extension of their Leave of Absence, effective as shown, be granted:

Kristina Stasiulis (S), 1992 09 14 to 1992 10 02

Return from Leave of Absence

(a) That the following teachers be returned from Leave of Absence and assigned teaching duties, effective as shown:

Valerie Bryce (S), 1992 09 01 (.5) (full time Sem. 2 only)

Judith Lampman (E), 1992 10 19 (.1)

Joanne Restivo (S), 1992 09 01

Merike Rutten (S), 1992 09 01 (.5) (full time Sem. 2 only)

Kristina Stasiulis (S), 1992 10 05

(b) That the following staff be returned from a Leave of Absence, effective as shown:

Verna Dell (Secretary, Westwood Elementary School), 1992 09 28

9. OCCASIONAL STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Occasional Staff, effective as shown, with salary according to the salary schedule:

Roseli Benevenga (E), 1992 09 08 to 1992 12 18

Annette Bodo (E), 1992 09 08 to further notice

Kawong Chung-Shipman (E), 1992 09 08 to further notice

Sharon Crechiola (E), 1992 09 08 to further notice

Monica Dalke (E), 1992 09 08 to further notice

Sandra DiFelice (E), 1992 09 08 to 1993 01 16

Krista Gugenberger (E), 1992 09 08 to further notice

Donna Hudzieczko (E), 1992 09 08 to further notice (.7)

Jeannie Jeffrey (E), 1992 09 21 to 1993 03 26

Petra Kruis-Daly (E), 1992 09 08 to further notice

Katarina Laurencik (E), 1992 09 12 to 1992 03 20
Mark Sabourin (E), 1992 10 05 to 1993 01 31
Sheila Smith (S), 1992 09 08 to 1992 10 02

10. OTHERS - Nil

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

1. SUMMARY

The purpose of this report is to provide a summary of the findings of the study conducted by the research team. The study was designed to investigate the effects of the proposed intervention on the target population. The results of the study are presented in the following sections.

The study was conducted in a controlled environment, and the results were compared to the control group. The findings of the study are presented in the following sections.

The study was conducted in a controlled environment, and the results were compared to the control group.

2. OBJECTIVES

2.1. Primary Objectives

The primary objectives of the study were to determine the effects of the proposed intervention on the target population.

The study was designed to investigate the effects of the proposed intervention on the target population. The results of the study are presented in the following sections.

2.2. Secondary Objectives

The secondary objectives of the study were to determine the effects of the proposed intervention on the target population.

The study was designed to investigate the effects of the proposed intervention on the target population. The results of the study are presented in the following sections.

The study was designed to investigate the effects of the proposed intervention on the target population. The results of the study are presented in the following sections.

2.3. Tertiary Objectives

The tertiary objectives of the study were to determine the effects of the proposed intervention on the target population.

2.4. Quaternary Objectives

The quaternary objectives of the study were to determine the effects of the proposed intervention on the target population.

The study was designed to investigate the effects of the proposed intervention on the target population. The results of the study are presented in the following sections.

The study was designed to investigate the effects of the proposed intervention on the target population. The results of the study are presented in the following sections.

The study was designed to investigate the effects of the proposed intervention on the target population. The results of the study are presented in the following sections.

3. DISCUSSION

The findings of the study are discussed in this section. The results of the study are presented in the following sections.

The study was designed to investigate the effects of the proposed intervention on the target population. The results of the study are presented in the following sections.

URBAN/MUNICIPAL
CA4 ON HBL W26
A36
1992

A G E N D A

PERSONNEL & ORGANIZATION COMMITTEE

1992 11 12

URBAN MUNICIPAL

NOV

GOV 'MENT DOCUMENTS

Confirmation of the minutes of the regular meeting of 1992 10 08.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Special Assignment Extension (6 Months) - Academic Staffing Co-ordinator Pages 1 to 10

NEW BUSINESS:

1. Recommendations of the Director of Education Pages 11 to 12
2. (a) Staffing Report Page 13
(b) Report on Supply Teachers Pages 14 to 15

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education Pages 16 to 18
2. Requests for "Four Over Five" Plan Page 19

Education Centre
100 Main Street West
Hamilton, Ontario

1992 11 12

To the Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

An annual report of the position of Staffing Coordinator has been prepared. The report describes the highlights of activities carried out from July 1991 to the present.

Duties: STAFFING COORDINATOR - HUMAN RESOURCES
*In conjunction with Superintendents of Schools, Principals and Programme
Coordinators*

- (1) Coordinate external recruitment and hiring programs for contract and occasional teachers.
- (2) Coordinate the transfer and placement process of contract Elementary and Secondary teachers.
- (3) Coordinate job postings for positions of added responsibility (Coordinators, Department Heads, Assistant Heads, Consultants).
- (4) Involvement in the documentation and processing of record information.
- (5) Assist in the development of employee information systems.
- (6) Assist with the in-service training for hiring and promotion teams regarding selection criteria, assessment procedures, hiring objectives, and Human Rights legislation.
- (7) Review present academic staffing practices and procedures and assist in integrating H.R. staffing resources.
- (8) Liaise with Faculties of education and directly responsible for the placement of student teachers from the Faculties of Education.
- (9) Additional duties as assigned by the Superintendent.

I COORDINATE EXTERNAL RECRUITMENT AND HIRING PROGRAMS FOR CONTRACT AND OCCASIONAL HIRING

- Information sent to all Faculties of Education in late October outlining the process for applying to the Hamilton Board..
- By December 31st. **1,200** (*700 Elementary / 500 Secondary*) applications were received from Faculties, as well as experienced teachers seeking employment with Hamilton. **200** applications were received from Occasional Teachers (*Elementary*).
- Criteria for short listing for interview purposes was developed by the Elementary Staffing Advisory Committee.
- Eleven (**11**) Elementary Principals took part in screening applications for interviews. Interviews took place on three (3) Saturdays:

◇ January 25, 1992	-	8:00 - 4:00
◇ February 8, 1992	-	8:00 - 4:00
◇ February 22, 1992	-	8:00 - 4:00
- **184** candidates were interviewed: **91/200** from Occasional Staff
 93/700 from Faculties of Education
- **73** Principals, Vice-Principals and Coordinators were involved in interviewing.
- **55** applicants were recommended for placement in the "**Priority File**" for hiring purposes if a position became available.
- Letters sent to all candidates interviewed thanking them for attending the interview and informing them re the outcome of the interview.
- Letters sent to all interviewers thanking them for participating in the interview process.

SECONDARY:

- As openings are known, the Coordinators, along with Secondary Principals, develop a short list for interview purposes by subject area. Teachers from the Occasional Staff are interviewed along with candidates from Faculties by interview teams. Successful and unsuccessful candidates are informed and offered feedback.
- From November 01, 1991 to November 01, 1992, 4000 applications for Academic employment have been received, filed and acknowledged.

O C C A S I O N A L :**Elementary**

- By May 15 of each year, notices are sent to each elementary school informing occasional teachers that they must complete an application form if they want to reactivate.

Secondary

- Notices and application forms are sent to the home address of each secondary teacher requesting that they return the form by August 15, if they wish to remain on the occasional list.
- New applications are received during July, August, and September.
- Any new applicant must be interviewed by a Principal / Vice-Principal team to be added to "The List". (*a set of questions has been developed by H.R. Department and the Principal Association for this purpose*)
- In-service is provided for all new occasional teachers. This is planned jointly with O.P.S.T.F. and O.S.S.T.F. executive and implemented by the Staffing Coordinator.

◊ **In-service Dates 1991**

October 4, 1991
November 4, 1991
December 9, 1991

In-service Dates 1992

October 15, 1992
November 26, 1992

- "The List" is issued to all schools by the first of each month (*collective agreement*). The October list included the names of 340 elementary teachers and 266 secondary teachers.

**II COORDINATE THE TRANSFER AND PLACEMENT OF CONTRACT
ELEMENTARY AND SECONDARY TEACHERS**
E L E M E N T A R Y :

- A new process was negotiated through the Elementary Collective Agreement. This process was deemed "Pilot" and was non-grievable.
- In preparation for the new procedure, a meeting was held for all Principals, and Vice-Principals for information.
- In addition, several workshops were developed by Staff Development:
 - (i) for Principals on interviewing skills
 - (ii) with H.W.T.A. and O.P.S.T.F. on interviewing, resume writing, for teachers ... this workshop was over-subscribed and was repeated three (3) times.

- One hundred and sixty-one positions (161) positions were filled by this method. The problem of matching vacancies with teachers still not placed was resolved by two meetings held with two (2) Principal representatives from each of the four (4) areas.
- Superintendents made final placements. This final step took four (4) hours to complete. (S.O.S. usually involved in staffing transfers from February to June).
- The process will be evaluated by a committee that will meet October/November. Recommendations will be available in November 1992.

SECONDARY:

- A meeting was held with all Secondary Principals in November 1991 to discuss how the staffing process could be improved. A small steering committee composed of the following individuals was formed:

◇ Harry Traini	Lee Aurini	Joan Morse
◇ Jacquie Norris	Don Thorne	Bob Leedale
◇ Ted Lowrey	Barbara Howard	Joanne McIntosh (facilitator)
- The group met five (5) times during January/February to set the ground rules for staffing. A meeting was convened in late February to share the direction with all Principals. A second meeting was planned between Coordinators and Principals to discuss the needs of schools and the staff who had requested transfers.
- An information package was prepared by the Staffing Coordinator to assist Principals in the staffing process. The package contained the following data:
 - (i) 1st. year probationary teachers
 - (ii) 2nd. year probationary teachers
 - (iii) teachers presently on leave / returning from leave / extending leaves
 - (iv) Four over Five
 - (v) reciprocals
 - (vi) retirements
 - (viii) transfer requests
- Secondary Principals met with the Staffing Coordinator on the following dates to carry out the staffing process in the schools:

◇ April 7, 1992	-	8:30 - 12:00
◇ April 14, 1992	-	1:00 - 4:00
◇ April 21, 1992	-	8:30 - 10:30
◇ April 28, 1992	-	8:30 - 3:30
◇ May 7, 1992	-	8:30 - 12:00
◇ May 13, 1992	-	12:30 - 4:30
◇ June 10, 1992	-	8:30 - 4:00
◇ June 12, 1992	-	8:30 - 4:00

65 requests were made for transfer / 41 requests were accommodated.

- For the 1992-93 School Year, the first meeting has been scheduled for November 2, 1992. At this time the committee will:
 - (i) review and revise the process from 1991-92
 - (ii) review data
 - (iii) arrive at staffing numbers for September 1993.
- Prepare a monthly update of all the Elementary and Secondary teachers who are:
 - (i) on leave
 - (ii) extending leave
 - (iii) returning from leave
 - (iv) on L.T.D.
- Provide names of qualified applicants from the occasional list to principals for interview purposes for long-term occasional contracts.
- Provide monthly information re long-term occasional contracts to the Personnel and Organization Committee.

III COORDINATE JOB POSTINGS FOR ACADEMIC POSITIONS OF ADDED RESPONSIBILITY

- Work with Superintendents, Area Supervisors and Coordinators to develop job descriptions and interview teams for the following positions:

◇ Consultants, Coordinators, Program Leaders	17 positions
◇ Heads, Assistant Heads	<u>19 positions</u>
Total:	36 positions
- Type, duplicate and distribute postings to appropriate locations (elementary and/or secondary, area offices, and central office).
- Maintain original resumé and feedback data for one year (Freedom of Information).
- Submit successful candidates names for approval to Personnel and Organization Committee.
- Prepare a summary of data re Positions of Added Responsibility for the September statistical report.

IV INVOLVEMENT IN THE DOCUMENTATION AND PROCESSING OF RECORD INFORMATION

- In the past year have weeded the Teacher Evaluation files that were stored in the Staffing Coordinator's office ... 580 files were:
 - (i) returned to school offices
 - (ii) integrated into personnel file (if retired/resigned)

V ASSIST IN THE DEVELOPMENT OF EMPLOYEE INFORMATION SYSTEMS

- Work with Karen Baxmeier (3 meetings) re information required for Academic Staffing.
- Meetings with "VITEL" ... a project designed to assist with streamlining functions performed in the Staffing Department. The group studied and flow charted the posting pilot as a means of making the process more efficient. (7 meetings = 30 hours)

VI ASSIST WITH THE IN-SERVICE TRAINING FOR HIRING AND PROMOTION TEAMS

- Designed and implemented with the Staff Development Department - two (2) full days of in-service for all Principals and Vice-Principals. The session concentrated on checking references, current legislation and providing feedback. Participants had an opportunity to practice skills. Seventy-five (75) Principals, Vice-Principals, and Coordinators participated January 9 - 10, 1992 at Canterbury Hills.
- A mini series is being planned for 1993, for participants who require more in-depth practice/application with interviewing competencies:
 - ◇ Module I - Short Listing (January 6, 1993)
 - ◇ Module II - Probing and Scripting at the Interview (January 13, 1993)
 - ◇ Module III - Selecting the Best Candidate (January 20, 1993)
 - ◇ Module IV - Checking References (January 27, 1993)
 - ◇ Module V - Chairing an Interview (February 3, 1993)

VII REVIEW PRESENT ACADEMIC STAFFING PRACTICES AND PROCEDURES AND ASSIST IN INTEGRATING H.R. STAFFING RESOURCES

- Formed an Elementary Staffing Advisory Committee ... membership included members from H.T.F., H.P.A., Trustee and a Superintendent. This group provided guidance and direction re:
 - (i) interviewing new personnel
 - ◇ developing criteria for short listing
 - ◇ a standardized format for interviewing - questions, a scoring scheme, etc.
 - (ii) recommended topics for Principal, Vice-Principal in-service
- The committee's work was halted because of the conflict with the collective agreement which was in negotiation.
- Member of a committee chaired by Superintendent N. Nicholls to look at a more efficient and equitable way to allocate elementary staff.
- To date have visited the following Boards of Education:
 - ◇ Halton Board (Burlington)
 - ◇ Waterloo Public Board
 - ◇ Waterloo Separate Board
 - ◇ North York
- Two (2) meetings were held with the Staffing Department - Staff Development Department was employed to facilitate the meetings:
 - ◇ **Session I**
 - identification of roles and functions each play
 - listed some of the critical issues
 - overview of the planning process
 - talked about components of an action plan
 - ◇ **Session II**
 - developed a mission statement
 - discussed priorities, and where do we go from here
 - ◇ **Session III**
 - (several attempts but other priorities got in the way)

VIII LIAISE WITH FACULTIES OF EDUCATION AND PLACE STUDENT TEACHERS IN ELEMENTARY AND SECONDARY CLASSROOMS

- Over the past year the number of requests from Faculties of Education have increased significantly. Many Hamilton students are seeking and gaining admission to American Colleges. Our graduates are requesting that their student teaching experience be gained in Hamilton classrooms.

1991 - 1992	1992 - 1993
Brock University Calvin Christian College D'Youville Niagara University Nipissing College University of Toronto	Acadia University (Nova Scotia) Brock University (St. Catharines) Calvin Christian College Canisius College (Buffalo) D'Youville (Buffalo) Lakehead University (Thunder Bay) Niagara University (Niagara Falls) Nipissing College (North Bay) Ohio State University (Ohio) Queen's University (Kingston) St. Bonaventure (New York State) University of Maine (Maine) University of Toronto (Toronto)

Participate in information sessions at Faculties of Education

- During the 1991-92 school year the Hamilton Board of Education participated in information sessions held at the following university campuses. An information package "***Join The Team***" was developed for this purpose

University	1991 - 1992	1992 - 1993
University of Toronto	November 15	November 13
Brock University	December 6	
Niagara University	December 13	December 10
Windsor University	January 15	declined

IX ADDITIONAL DUTIES AS ASSIGNED BY THE SUPERINTENDENT

- Attend bi-monthly meetings of the Human Resources Managers Meetings (September - June)
- Attend monthly Breakfast Club meetings (H. R. Department)
- Attend monthly Personnel and Organization Committee meetings
- Serve on the following Committees:
 - ◊ **Budget Advisory Committee** (*member*)
 - bi-monthly September - December 1992
 - ◊ **Pilot Posting Project Review Committee** (*member*)
 - weekly - October - December 1992
 - ◊ **Committee to Review the Criteria for the Selection of Principals / Vice-Principals** (*member*)
 - bi-monthly meetings - April 1991 to present
 - ◊ **English as a Second Language / English Skills Development Task Force Committee** (*chair*)
 - April 1991 - October 1991 (meetings twice per week); September 1992 - October 1992 (meetings once per week)
 - ◊ **Secondary School Steering Committee** (*chair*)
 - bi-monthly November 1991 - April 1992
 - ◊ **Elementary Staffing Advisory Committee** (*chair*)
 - September - December 1991 (bi-monthly meetings)
 - ◊ **Elementary Staffing Allocations Committee** (*member*)
 - once per month - May - November 1992
 - ◊ **Assessment Centre:** *participation in the activities*
 - (November 3, 16, 17, 18, 19, - 1992)
 - (November 11, 12, 13 - 1991)
 - ◊ **Counselling of teachers who wish to seek an alternative placement or position of responsibility:**
 - occasional teachers wishing full time employment
 - Faculty of Education students who wish to apply to the Hamilton Board for permanent employment

RECOMMENDATIONS:

- (1) That this report be received for information
- (2) That Barbara Howard's appointment to the position of Staffing Coordinator be extended for six (6) months until June 30, 1993.
- (3) That prior to April 30, 1993, the Human Resources Department submit a report on the future role of the Staffing Coordinator.

Prepared by: Barbara Howard
Staffing Coordinator - Human Resources

Submitted by: Bruce Sinclair
Superintendent of Human Resources

Approved by: Keith Rielly
Director of Education and Secretary

Education Centre
100 Main Street West
Hamilton, Ontario
1992 11 12

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following staff be appointed to the position stated, effective as shown, with salary according to the salary schedule:

Donna Beattie (Senior Budget Clerk, Budget Department - Grade 7, Probationary Clerical and Technical Staff), 1992 11 03
(Replacement)

2. PERMANENT STAFF APPOINTMENTS

Confirmation

(a) That the following staff be confirmed in the position stated, effective as shown:

Donald Blore (Computer Systems Analyst, Administrative Staff), 1992 11 01
Dr. Marie Bountrogianni (Chief Psychologist, Administrative Staff), 1992 11 01
Ruth Van Horne (Employee Relations Officer, Administrative Staff), 1992 09 23

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS - Nil

7. LEAVING EMPLOYMENT

(a) That the date for the following staff to leave the employ of the Board be approved:

Marilyn Kaye (Senior Budget Clerk, Clerical and Technical Staff), 1992 10 26

8. LEAVES

Leave of Absence - Date Change

(a) That the effective date of the Leave of Absence granted to Joanne Runco (Secretary, Clerical and Technical Staff) at a previous meeting be changed to 1992 10 13 to 1993 04 16.

9. OCCASIONAL STAFF APPOINTMENTS - Nil

10. OTHERS - Nil

Respectfully submitted,

**K. A. Rielly,
Director of Education
and Secretary**

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

	DECEMBER 31st ACTUAL												1992 ACTUALS												1992 BUDGET	
	1986	1987	1988	1989	1990	1991	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC								
Admin & Support Staff	419.37	432.24	470.64	492.54	493.54	486.71	485.71	485.71	485.71	485.71	485.71	485.71	453.21	453.21	453.21	453.21					450.11					
Co-ordinators/Consultants	76.00	78.00	76.67	76.67	75.67	66.67	66.67	66.67	66.67	66.67	66.67	66.67	61.00	61.00	61.00	61.00					60.00					
Teachers - Elementary	1,362.95	1,414.75	1,498.45	1,592.15	1,628.35	1,659.75	1,662.25	1,662.25	1,664.25	1,664.25	1,664.25	1,664.25	1,664.25	1,664.25	1,655.15	1,656.40					1,661.75					
Secondary - Composite	732.67	741.83	757.50	795.00	841.00	850.67	850.67	858.33	858.33	858.33	858.33	858.33	858.33	858.33	861.33	861.33					851.37					
- Vocational	159.83	160.90	160.07	146.00	116.67	107.67	107.67	108.67	108.67	108.67	108.67	108.67	108.67	108.67	100.67	100.67					103.67					
- Vanier	31.00	31.50	33.00	34.00	33.50	34.00	34.00	34.00	34.00	34.00	34.00	34.00	34.00	34.00	35.00	35.00					35.00					
Elementary TR	34.00	29.00	26.00	24.00	20.00	16.00	16.00	16.00	16.00	16.00	16.00	15.00	15.00	15.00	14.00	14.00					16.00					
Secondary TR	6.00	7.00	8.00	7.00	9.67	14.67	14.67	14.67	14.67	14.67	14.67	15.67	15.67	15.67	15.33	15.33					14.67					
Lunchroom - Elementary	78.40	92.80	102.90	115.10	112.30	118.50	118.50	118.50	118.71	118.71	118.71	118.71	118.71	118.71	81.86	82.43					88.50					
- Secondary	7.30	7.30	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00					7.00					
- Vocational	3.10	3.10	3.10	2.60	2.14	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00					2.00					
Bus Supervisors	12.10	13.90	14.40	16.50	17.68	16.71	16.71	16.71	16.71	16.71	16.71	16.71	16.71	16.71	15.86	15.86					16.71					
Educational Assistants	139.00	155.00	173.00	217.50	221.50	223.50	223.50	224.50	224.50	224.50	228.50	228.50	228.50	228.50	228.50	250.50					211.50					
Lunchroom Assistants	5.14	5.71	6.00	6.43	6.56	6.56	6.56	6.27	6.27	6.27	6.27	6.27	6.27	6.27	6.27	7.12					6.27					
Ctrks/Maint/WHs/Asbestos	210.00	210.00	217.00	218.00	220.00	219.00	219.00	220.00	220.00	219.00	219.00	219.00	214.00	214.00	214.00	214.00					214.50					
Cleaners/Cooks	330.00	333.00	340.00	347.00	351.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	353.00	353.00					358.00					
Staff On Loan - Teachers	29.55	34.25	34.92	33.92	41.25	41.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	40.05	41.05					42.75					
- Consultants			0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33														
- Clerical					0.50																					
Full Time Equiv. Positions	3,636.41	3,750.28	3,928.98	4,131.74	4,198.66	4,231.49	4,233.99	4,244.36	4,246.57	4,245.57	4,249.57	4,249.57	4,206.07	4,206.07	4,144.23	4,169.90					4,139.80					
Number Of Employees					4,805	4,861	4,864	4,873	4,876	4,875	4,879	4,879	4,837	4,837	4,803	4,832					4,799					
Lunchroom Enrolment	12,000 est	13,000 est	14,000 est	15,000 est	15,571	16,618	16,618	16,645	16,645	16,645	16,683	16,683			17,299	17,299					16,645					
Enrolment - Elementary	* 24,682	* 24,741	* 25,007	* 25,474	* 25,811	* 26,111	26,101	25,979	25,944	25,931	25,962	25,905			* 26,387	26,415					* 26,519					
- Sec Composite	* 11,928	* 12,171	* 12,213	* 12,354	* 12,707	* 12,328	12,209	12,595	12,320	12,058	11,819	11,731			* 13,001	12,676					* 13,093					
- Sec Vocational	* 1,794	* 1,698	* 1,598	* 1,453	* 1,189	* 950	937	1,048	1,009	951	896	869			* 1,037	983					* 1,066					
- Sec Vanier	* 400	* 400	* 407	* 400	* 399	* 382	379	388	389	385	377	374			* 465	459					* 413					
- T. R.	* 262	* 243	* 210	* 193	* 178	* 160	162	166	167	168	167	168			* 167	170					* 148					
- TOTAL	* 39,066	* 39,253	* 39,435	* 39,874	* 40,284	* 39,931	39,788	40,176	39,829	39,493	39,221	39,047			* 41,057	40,703					* 41,239					

* September 30th Enrolments

** September 30th Enrolment Estimates

Prepared by Human Resources November 12, 1992

REPORT OF SUPPLY TEACHER MESSAGE - TOTAL TO SEPTEMBER 30, 1992

SECONDARY

MONTH	Teaching Days	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder-ation Matters	Other	1992 Total Days	1991 Total Days Year-to-date	\$ Expense	Long Term Occasional	Total Expense
JANUARY	17	7.0	196.0	30.5	21.5	25.5	3.0	1.0	49.5	327.0	334.5	34,300	29,516	63,816
FEBRUARY	20	19.0	321.0	44.5	44.5	18.5	.5	4.0	55.5	488.5	564.5	50,649	12,845	63,494
MARCH	17	49.0	267.0	19.0	14.0	12.0	1.0	2.0	52.5	367.5	387.5	38,008	23,549	61,557
APRIL	20	40.0	215.0	40.0	32.5	18.0		8.0	54.5	368.0	510.0	37,794	35,606	73,400
MAY	19	176.0	376.5	63.5	25.0	32.5	2.5	6.5	53.0	559.5	835.5	56,445	47,347	103,792
JUNE	16	199.0	197.0	5.5	10.0	10.0		2.0	32.5	257.0	253.0	26,411	47,023	73,434
JULY														
AUGUST														
SEPTEMBER	17	19.0	125.5	24.5	3.0	2.5	1.0	1.5	13.0	171.0	296.0	18,555	11,743	30,298
OCTOBER	21													
NOVEMBER	21													
DECEMBER	14													
TOTALS		509.0	1698.0	227.5	150.5	119.0	8.0	25.0	310.5	2538.5	3181.0	262,162	207,629	469,791
% Of Total			66.9	9.0	5.9	4.7	0.3	1.0	12.2					

ELEMENTARY

MONTH	Teaching Days	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder-ation Matters	Other	1992 Total Days	1991 Total Days Year-to-date	\$ Expense	Long Term Occasional	Total Expense
JANUARY	19		1125.0	89.5	38.0	97.5	55.5	12.5	80.0	1498.0	1758.5	159,684	62,359	222,043
FEBRUARY	20		1408.5	19.5	14.0	32.0	45.5	17.5	146.0	1683.0	2361.0	179,929	66,550	246,479
MARCH	16		1069.0	3.5	7.0	18.0	33.0	5.5	65.5	1201.5	841.5	127,809	75,276	203,085
APRIL	20		1213.5	2.0	15.0	46.5	94.5	10.5	71.0	1453.0	1617.5	152,927	123,557	276,484
MAY	19		1306.5	10.5	7.5	38.5	54.5	9.5	34.5	1461.5	1950.0	155,296	95,123	250,419
JUNE	18		805.5	29.5	4.0	33.5	26.5	8.0	17.0	924.0	1174.0	97,882	93,849	191,731
JULY														
AUGUST														
SEPTEMBER	16	7.5	555.5	29.5	1.5	8.0	23.0	2.0	69.5	689.0	808.0	*176,569	24,672	201,241
OCTOBER	21													
NOVEMBER	21													
DECEMBER	13													
TOTALS		7.5	7483.5	184.0	87.0	274.0	332.5	65.5	483.5	8910.0	10510.5	1,050,096	541,386	1,591,482
% Of Total			84.0	2.1	1.0	3.1	3.7	0.7	5.4					

* Expense includes \$95,467 retro-active payment to Elementary Supply Teachers.

REPORT OF SUPPLY TEACHER USAGE - TOTAL TO SEPTEMBER 30, 1992

SECONDARY & ELEMENTARY														
MONTH	Personal Leave Days/Contracted	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Federation Matters	Other	1992 Total Days	1991 Total Days Year-to-date	\$ Expense	Long Term Occasional	Total Expense	1992 % Spent
JANUARY	7.0	1321.0	120.0	59.5	123.0	58.5	13.5	129.5	1825.0	2093.0	193,984	91,875	285,859	
FEBRUARY	19.0	1729.5	64.0	58.5	50.5	46.0	21.5	201.5	2171.5	2925.5	230,578	79,395	309,973	
MARCH	49.0	1336.0	22.5	21.0	30.0	34.0	7.5	118.0	1569.0	1229.0	165,817	98,825	264,642	
APRIL	40.0	1428.5	42.0	47.5	64.5	94.5	18.5	125.5	1821.0	2127.5	190,721	159,163	349,884	
MAY	176.0	1683.0	74.0	32.5	71.0	57.0	16.0	87.5	2021.0	2785.5	211,741	142,470	354,211	
JUNE	199.0	1002.5	35.0	14.0	43.5	26.5	10.0	49.5	1181.0	1427.0	124,293	140,872	265,165	
JULY														
AUGUST														
SEPTEMBER	26.5	681.0	54.0	4.5	10.5	24.0	3.5	82.5	860.0	1104.0	* 195,124	36,415	231,539	
OCTOBER														
NOVEMBER														
DECEMBER														
TOTALS	516.5	9181.5	411.5	237.5	393.0	340.5	90.5	794.0	11448.5	13691.5	1,312,258	749,015	2,061,273	80.6
% Of Total		80.2	3.6	2.1	3.4	3.0	0.8	6.9						

* Expense includes \$95,467 retro-active payment to Elementary Supply Teachers.

1992 BUDGET
\$2,558,300

Education Centre
100 Main Street West
Hamilton, Ontario
1992 11 12

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Probationary Staff, effective 1992 11 23, with salary according to the salary schedule:

David Hewitt (E), (.7)
Donna Hudzieczko (E), (.7)

(1.2 Replacement .2 New Position)

(b) That the following staff be appointed to the position stated, effective as shown, with salary according to the salary schedule:

Joanne Jameus (Secretary, Elementary School - Grade 4, Probationary Clerical and Technical Staff) (.8), 1992 10 19
(Replacement)

2. PERMANENT STAFF APPOINTMENTS - Nil

3. PROMOTIONS

(a) That Corie Pidgeon (S) be appointed to the temporary position of Assistant Head of Department (Geography), effective 1992 09 01 to 1993 01 28.

(b) That the following staff be appointed to the position stated, effective as shown, with salary according to the salary schedule:

Katherine Morley (Secretary, Elementary School - Grade 8, Clerical and Technical Staff) (.5), 1992 09 04
(Replacement)

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES

(a) That the following timetable changes be approved, effective as shown, with salary according to the salary schedule:

Lynn Coulson-Hallas (E), .4 to .6, 1992 09 01
David O'Connor (E), 1.0 to .5, 1992 11 23
Mark Simpson (E), .7 to .8, 1992 10 19

6. RETIREMENTS

(a) (i) That the resignation of Robert Williamson, Secondary School Vice-Principal, for the purpose of retirement, effective 1993 01 31, be accepted with regret and that the Board's gratuity be paid.

(ii) That the resignations of the following teachers for the purpose of retirement, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Mary Haylock (E), 1992 12 31
Helen Stanbury (E), 1992 12 31
Basdeo Surat (S), 1993 01 31
Janet White (E), 1992 12 31

7. LEAVING EMPLOYMENT - Nil

8. LEAVES

Leave of Absence

(a) (i) That the requests of the following teachers for Leaves of Absence, effective as shown, be granted:

Laura Cassano (E), 1992 11 01 to 1993 04 30
Judith Haskell (E), 1993 01 04 to 1993 04 30
Sarah Lindsay (E), 1993 01 04 to 1993 08 31
Marilyn Murray (E), 1992 12 21 to 1993 04 16
Madeleine Tanglao-Dwyer (E), 1992 11 16 to 1993 04 30

(ii) The the effective dates of the Leaves of Absence granted to the following teachers at previous meetings be changed as shown:

Lori Kyle (E), 1992 09 08 to 1993 03 12
Nancy Turnbull (E), 1992 10 01 to 1993 01 29

Leave of Absence - Date Change

(a) That the effective date of the Leave of Absence granted to Karen Humphreys (Secretary, Clerical and Technical Staff) at a previous meeting be changed to 1992 10 26 to 1993 04 30.

Leave Extension

(a) That the requests of the following teachers for an extension of their Leaves of Absence, effective as shown, be granted:

Jane DeRoo (E), 1993 01 18 to 1993 08 31
Sylvia Holinaty (S), 1993 01 29 to 1993 08 31
Elizabeth Visentin (E), 1992 12 14 to 1993 03 05

Return from Leave of Absence

(a) That Katherine Goodwin (S) be returned from Leave of Absence and assigned teaching duties, effective 1992 11 09, with salary according to the salary schedule.

9. OCCASIONAL STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Occasional Staff, effective as shown, with salary according to the salary schedule:

Fernand Bachmann (E), 1992 09 18 to 1992 11 13
Lori-Lynn Bradley (E), 1992 09 21 to 1993 05 14
Joanne Crawford (E), 1992 10 19 to 1993 01 29
Mary Elliott (E), 1992 10 05 to further notice

Annesia Khan (E), 1992 11 14 to 1993 05 03
Nancy McDivitt (S), 1992 09 14 to 1992 11 04
John Mezzavilla (S), 1992 09 17 p.m. to further notice
Mirella Scarcelli (S), 1992 09 08 to 1992 11 06

10. OTHERS

(a) That the request of Sharon Avery to transfer from the Elementary Panel to the Secondary Panel, effective 1992 09 01, be granted with salary according to the salary schedule.

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

kd

REQUESTS FOR "FOUR OVER FIVE" PLAN

(a) That approval be granted for the requests of the following teachers for Leaves of Absence under the Salary Holdback Plan ("Four Over Five Plan") of the Collective Agreement, effective as shown:

Patricia DiFrancesco (S), 1995 02 01 to 1995 06 30 (2nd Sem., 1994-95 School Year)
David Donat (S), 1996 09 01 to 1997 06 30 (1996-97 School Year)
Anna Gusenbauer (E), 1996 09 01 to 1997 06 30 (1996-97 School Year)
Richard Hart (S), 1996 09 01 to 1997 01 31 (1st Sem., 1996-97 School Year)
Kelly Kowalchuk (E), 1995 09 01 to 1996 06 30 (1995-96 School Year)
Sylvia Lennon (S), 1994 02 01 to 1994 06 30 (2nd Sem., 1993-94 School Year)
Carol Palombella (E), 1996 09 01 to 1997 06 30 (1996-97 School Year)
Eileen Shannon (S), 1996 09 01 to 1997 06 30 (1996-97 School Year)
Kathryn Starodub (S), 1995 02 01 to 1995 06 30 (2nd Sem., 1994-95 School Year)
Gordon Stevens (S), 1995 02 01 to 1995 06 30 (2nd Sem., 1994-95 School Year)
Franz Weresch (S), 1997 02 01 to 1997 06 30 (2nd Sem., 1996-97 School Year)

INTERESTS FOR THE YEAR 1967

1. That upon the expiration of the term of the
Contract of Assignment and the other conditions of the Contract, the
Contract shall be effective as stated.

2. That upon the expiration of the term of the
Contract of Assignment and the other conditions of the Contract, the
Contract shall be effective as stated.

URBAN/MUNICIPAL

CA4 ON HBL W2G

A36

1992

AGENDA

PERSONNEL & ORGANIZATION COMMITTEE

1992 11 12

URBAN MUNICIPAL

DEC 10 1992

GOV. 'MENT DOCUMENTS

Confirmation of the minutes of the regular meeting of 1992 10 08.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Special Assignment Extension (6 Months) - Academic Staffing Co-ordinator

Pages 1 to 10

NEW BUSINESS:

1. Recommendations of the Director of Education

Pages 11 to 12;
and Page 12A

2. (a) Staffing Report

Page 13

- (b) Report on Supply Teachers

Pages 14 to 15

ELEMENTARY/SECONDARY

BUSINESS ARISING OUT OF THE MINUTES:

**

1. Staffing - Educational Assistants

NEW BUSINESS:

1. Recommendations of the Director of Education

Pages 16 to 18;
and Page 18A

2. Requests for "Four Over Five" Plan

Page 19

**In addition to agenda distributed

ADDED RECOMMENDATIONS**GENERAL****I. PROBATIONARY STAFF APPOINTMENTS**

(a) (i) That Gayla Brock-Woodland be appointed to the position of Public Relations Officer - Grade 14, Probationary Administrative Staff, effective 1992 12 07, for a three year renewable term with salary according to the salary schedule.
(Replacement)

ADDED INFORMATION

GENERAL

REMARKS

The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, and is being furnished for your information.

ADDED RECOMMENDATIONS**ELEMENTARY****1. PROBATIONARY STAFF APPOINTMENTS**

(a) (ii) That Carol Sindall (E) be appointed to the Probationary Staff, effective 1992 11 16, with salary according to the salary schedule. **(Replacement)**

(iii) That the effective date of the appointment of David Hewitt (E) to the Probationary Staff, be changed to 1992 11 16 (.7), with salary according to the salary schedule

(b)

Janice Twelves (Secretary, Elementary School - Grade 8, Probationary Clerical and Technical Staff), 1992 11 23
(Replacement)

Maria McDonagh (Secretary, Elementary School - Grade 3, Probationary Clerical and Technical Staff) (.5), 1992 11 16
(Replacement)

5. TIMETABLE CHANGES

(a) (ii) That the effective date of David O'Connor's (E) timetable reduction be changed to 1992 11 16.

8. LEAVES**Leave of Absence**

(a) (i)

Maria Rikic-McCarthy (S), 1992 12 03 to 1993 06 09

ANNUAL REPORT

1973

1. ECONOMIC GROWTH AND EMPLOYMENT

The economy continued to grow at a steady pace, with a 2.5% increase in GDP over the previous year. Unemployment remained low, at 5.5%.

The Federal Reserve maintained a steady monetary policy, with the federal funds rate held at 8.25%.

1973

The economy continued to grow at a steady pace, with a 2.5% increase in GDP over the previous year. Unemployment remained low, at 5.5%.

The Federal Reserve maintained a steady monetary policy, with the federal funds rate held at 8.25%.

The economy continued to grow at a steady pace, with a 2.5% increase in GDP over the previous year. Unemployment remained low, at 5.5%.

2. INFLATION AND INTEREST RATES

Inflation remained low, at 4.5%, while the federal funds rate was held at 8.25%.

3. FOREIGN POLICY

The United States continued to maintain a strong presence in the world, with a focus on peace and stability.

The United States continued to maintain a strong presence in the world, with a focus on peace and stability.

The United States continued to maintain a strong presence in the world, with a focus on peace and stability.

A G E N D A

PERSONNEL & ORGANIZATION COMMITTEE

1992 12 10

Confirmation of the minutes of the regular meeting of 1992 11 12.

URBAN MUNICIPAL

DEC 10 1992

GOV GOVERNMENT DOCUMENTS

GENERAL

NEW BUSINESS:

1. Recommendations of the Director of Education Page 1
2. (a) Staffing Report Page 2
(b) Report on Supply Teachers Pages 3 to 4

ELEMENTARY/SECONDARY

BUSINESS ARISING OUT OF THE MINUTES:

1. Report on Status of Reduction of Educational Assistants Hours Pages 5 to 6

NEW BUSINESS:

1. Recommendations of the Director of Education Pages 7 to 9
2. Report on Class Size Statistics - Elementary Panel Pages 10 to 17

Education Centre
100 Main Street West
Hamilton, Ontario
1992 12 10

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following staff be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

Keith Seguin (Electrical Engineer - Grade 13, Probationary Administrative Staff), 1993 01 11
(Replacement)

2. PERMANENT STAFF APPOINTMENTS - Nil

3. PROMOTIONS

(a) That the following staff be appointed to the position stated, effective as shown, with salary according to the salary schedule:

Marjorie Thacker (Cook, Caretaking and Maintenance Staff), 1992 08 31
(Replacement)

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES

(a) That the following timetable be changed, effective 1993 01 04 to 1993 06 30, with salary according to the salary schedule:

Darlene Bennett-Bauer (Psychological Consultant, Professional Student Services Personnel) from full time to .3

6. RETIREMENTS

(a) That the resignation of the following staff, for the purpose of retirement from the position stated, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Gertrude Landry (Cleaner, Cleaning Staff), 1993 03 31

7. LEAVING EMPLOYMENT - Nil

8. LEAVES

Leave Extension

(a) That the request of the following staff for an extension of a Leave of Absence, effective as shown, be granted:

Connie Lagreca (Cleaner, Cleaning Staff), 1992 11 30 to 1993 02 19

Return from Leave of Absence

(a) That the following staff be returned from Leave of Absence, effective as shown:

Darlene Bennett-Bauer (Psychological Consultant, Professional Student Services Personnel), 1993 01 04

9. OCCASIONAL STAFF APPOINTMENTS - Nil

10. OTHERS - Nil

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

ADDED RECOMMENDATIONS

GENERAL

6. RETIREMENTS

(a)

Dorothy Gadoury (Cook, Caretaking and Maintenance Staff), 1992 11 30

Maria Morris (Cleaner, Cleaning Staff), 1992 11 30

8. LEAVES

Leave Extension

(a)

Tina Robinson (Training Assistant - Computer Services, Clerical and Technical Staff), 1993 01 04 to 1993 04 30

10. OTHER

(a) We regret to announce the death of Stella A. Schwarz (Cleaner, Cleaning Staff) on 1992 11 26.

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

1992 ACTUALS																			1992 BUDGET	
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* September 30th Enrolments

** September 30th Enrolment Estimates

Prepared by Human Resources December 10, 1992

SECONDARY

MONTH	Teaching Days	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder-ation Matters	Other	1992 Total Days	1991 Total Days Year-to-date	\$ Expense	Long Term Occasional	Total Expense
JANUARY	17	7.0	196.0	30.5	21.5	25.5	3.0	1.0	49.5	327.0	334.5	34,300	29,516	63,816
FEBRUARY	20	19.0	321.0	44.5	44.5	18.5	.5	4.0	55.5	488.5	564.5	50,649	12,845	63,494
MARCH	17	49.0	267.0	19.0	14.0	12.0	1.0	2.0	52.5	367.5	387.5	38,008	23,549	61,557
APRIL	20	40.0	215.0	40.0	32.5	18.0		8.0	54.5	368.0	510.0	37,794	35,606	73,400
MAY	19	176.0	376.5	63.5	25.0	32.5	2.5	6.5	53.0	559.5	835.5	56,445	47,347	103,792
JUNE	16	199.0	197.0	5.5	10.0	10.0		2.0	32.5	257.0	253.0	26,411	47,023	73,434
JULY														
AUGUST														
SEPTEMBER	17	21.0	125.5	24.5	3.0	2.5	1.0	1.5	13.0	171.0	296.0	18,555	13,543	32,098
OCTOBER	21	35.0	252.0	37.5	9.0	15.5		5.0	25.5	344.5	578.0	39,576	24,312	63,888
NOVEMBER	21													
DECEMBER	14													
TOTALS		546.0	1950.0	265.0	159.5	134.5	8.0	30.0	336.0	2883.0	3759.0	301,738	233,741	535,479
% Of Total			67.6	9.2	5.5	4.7	0.3	1.0	11.7					

ELEMENTARY

MONTH	Teaching Days	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder-ation Matters	Other	1992 Total Days	1991 Total Days Year-to-date	\$ Expense	Long Term Occasional	Total Expense
JANUARY	19		1125.0	89.5	38.0	97.5	55.5	12.5	80.0	1498.0	1758.5	159,684	62,359	222,043
FEBRUARY	20		1408.5	19.5	14.0	32.0	45.5	17.5	146.0	1683.0	2361.0	179,929	66,550	246,479
MARCH	16		1069.0	3.5	7.0	18.0	33.0	5.5	65.5	1201.5	841.5	127,809	75,276	203,085
APRIL	20		1213.5	2.0	15.0	46.5	94.5	10.5	71.0	1453.0	1617.5	152,927	123,557	276,484
MAY	19		1306.5	10.5	7.5	38.5	54.5	9.5	34.5	1461.5	1950.0	155,296	95,123	250,419
JUNE	18		805.5	29.5	4.0	33.5	26.5	8.0	17.0	924.0	1174.0	97,882	93,849	191,731
JULY														
AUGUST														
SEPTEMBER	16	7.0	555.5	29.5	1.5	8.0	23.0	2.0	69.5	689.0	808.0	81,102	31,399	112,501
OCTOBER	21	24.0	1,026.5	10.5	8.0	37.5	49.5	4.0	51.5	1187.5	1806.0	138,394	33,011	171,405
NOVEMBER	21													
DECEMBER	13													
TOTALS		31.0	8510.0	194.5	95.0	311.5	382.0	69.5	535.0	10097.5	12316.5	1,093,023	581,124	1,674,147
% Of Total			84.3	1.9	0.9	3.1	3.8	0.7	5.3					

REPORT OF SUPPLY TEACHER USAGE - TOTAL TO OCTOBER 31, 1992

SECONDARY & ELEMENTARY														
MONTH	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder-ation Matters	Other	1992 Total Days	1991 Total Days Year-to-date	\$ Expense	Long Term Occasional	Total Expense	1992 % Spent
JANUARY	7.0	1321.0	120.0	59.5	123.0	58.5	13.5	129.5	1825.0	2093.0	193,984	91,875	285,859	
FEBRUARY	19.0	1729.5	64.0	58.5	50.5	46.0	21.5	201.5	2171.5	2925.5	230,578	79,395	309,973	
MARCH	49.0	1336.0	22.5	21.0	30.0	34.0	7.5	118.0	1569.0	1229.0	165,817	98,825	264,642	
APRIL	40.0	1428.5	42.0	47.5	64.5	94.5	18.5	125.5	1821.0	2127.5	190,721	159,163	349,884	
MAY	176.0	1683.0	74.0	32.5	71.0	57.0	16.0	87.5	2021.0	2785.5	211,741	142,470	354,211	
JUNE	199.0	1002.5	35.0	14.0	43.5	26.5	10.0	49.5	1181.0	1427.0	124,293	140,872	265,165	
JULY														
AUGUST														
SEPTEMBER	28.0	681.0	54.0	4.5	10.5	24.0	3.5	82.5	860.0	1104.0	99,657	44,942	144,599	
OCTOBER	59.0	1278.5	48.0	17.0	53.0	49.5	9.0	77.0	1532.0	2384.0	177,970	57,323	235,293	
NOVEMBER														
DECEMBER														
TOTALS	577.0	10460.0	459.5	254.5	446.0	390.0	99.5	871.0	12980.5	16075.5	1,394,761	814,865	2,209,626	86.4
% Of Total		80.6	3.5	2.0	3.4	3.0	0.8	6.7						

1992 BUDGET
\$2,558,300

Education Centre
100 Main Street West
Hamilton, Ontario
1992 12 10

To the Chairman and Members of the
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

***Re: Status of Reduction of Educational
Assistants Hours***

The purpose of this report is to advise the board on the activities to date with respect to the motion approved by the Board at the regular meeting of the Board on November 19, 1992:

"That the number of hours equivalent to 35 Full Time Equivalent Educational Assistants be reduced by the Superintendent of Program and Superintendents of Schools, working with the Human Resources Department and Office and Professional Employees' International Union (OPEIU), in accordance with the collective agreement."

The next status report will be presented to the Personnel and Organization Committee on January 14, 1993.

Recommendation:

That this report be received for information.

Prepared by: Area Supervisors
S. Scarrow, Employment Officer

Submitted by: E. G. Bond
Superintendent of Program

Approved by: K. A. Rielly
Director and Secretary of the Board

THE UNIVERSITY OF CHICAGO
LIBRARY

1950

THE UNIVERSITY OF CHICAGO

LIBRARY

The University of Chicago Library is pleased to announce the acquisition of the following books:

The following books were purchased from the University of Chicago Press:

- 1. *The History of the United States* by James M. Smith
- 2. *The History of the United States* by James M. Smith
- 3. *The History of the United States* by James M. Smith

The following books were purchased from the University of Chicago Press:

THE UNIVERSITY OF CHICAGO

LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

1950

Educational Assistants Status Report

AT THE SCHOOL LEVEL

(December 1992)

- Schools are presently in the process of reviewing school needs and developing priority lists.
- Schools are assessing resources available, staff strengths and abilities, current utilization of prevention/intervention strategies, school population etc.
- Process involves consultation among principal, teachers and educational assistants for establishing a plan for the deployment of educational assistants.

AT THE AREA LEVEL

(December 1992/January 1993)

Area Committee:

Area Supervisors (Chair)
Area Special Education Consultant
Area Curriculum Consultant
Area Services Representative

Elementary Principals (2)
(JK-5 and Middle School)
Secondary Principal
Educational Assistant Representative (OPEIU)

Resource Person:

Senior Employment Officer

Role of Area Committee:

- Review school plans for hourly deployment of educational assistants.
- Develop an area priority list based on the needs and priorities of the school plans.
- Allocate Educational Assistants within Board approved complement.
- Plan inservice for Educational Assistants and teachers to address the affects of the reduction.

Outcome:

15% reduction in the number of working hours of educational assistants staff in the area.

AT THE SYSTEM LEVEL

(December 1992)

- Superintendent of Human Resources to arrange a meeting with OPEIU to address concerns regarding the impact of reductions.

Environmental Impact Report

AT THE SCHOOL LEVEL

December 1995

- The school is currently in the process of reviewing its environmental policy and procedures.
- The school is currently in the process of reviewing its environmental policy and procedures.
- The school is currently in the process of reviewing its environmental policy and procedures.

AT THE AREA LEVEL

December 1995

Page 10 of 10

The school is currently in the process of reviewing its environmental policy and procedures.

The school is currently in the process of reviewing its environmental policy and procedures.

Page 11 of 10

The school is currently in the process of reviewing its environmental policy and procedures.

Page 12 of 10

- The school is currently in the process of reviewing its environmental policy and procedures.
- The school is currently in the process of reviewing its environmental policy and procedures.
- The school is currently in the process of reviewing its environmental policy and procedures.

Page 13 of 10

The school is currently in the process of reviewing its environmental policy and procedures.

AT THE SYSTEM LEVEL

December 1995

- The school is currently in the process of reviewing its environmental policy and procedures.
- The school is currently in the process of reviewing its environmental policy and procedures.

Education Centre
100 Main Street West
Hamilton, Ontario
1992 12 10

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Probationary Staff, effective 1993 01 01, with salary according to the salary schedule:

Rosali Benvenga (E)
Kawong Chung-Shipman (E)
Sandra DiFelice (E)
Richard Gallo (S), Section 27

(2.0- Replacement

1.0 - New Position

Section 27 - paid by the Ministry)

(b) That the following Educational Assistants be appointed to the Probationary Educational and Lunchroom Assistant Staff, effective as shown, with salary according to the Collective Agreement:

Louise Bray (.5), 1992 10 13
Kathy Gillis, 1992 12 09
Michelle Horning, 1992 11 02
Patricia Moir (.5), 1992 09 20
(Replacements - Contract Compliance)

2. PERMANENT STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Permanent Staff, effective 1993 01 01, with salary according to the salary schedule:

Heather Clark (E)
Lynette Gossen (E)
Y. Diane Nishizaki (E)

3. PROMOTIONS

(a) (i) That David Hutton be appointed to the position of Acting Vice-Principal of a Secondary School, effective 1993 02 01, with salary according to the salary schedule. **(Replacement)**

(ii) That John McKnight be appointed to the position of Head of Department (Mathematics), on a temporary basis, effective 1993 01 29 to 1994 08 31, with salary according to the salary schedule. **(Replacement)**

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES

(a) That the timetable of Grace Mathieson (E), be increased from .5 to 1.0, effective 1993 01 01, with salary according to the salary schedule. **(Replacement)**

6. RETIREMENTS

(a) (i) That the resignation of William Thomas, Elementary School Principal, for the purpose of retirement, effective 1993 01 31, be accepted with regret and that the Board's gratuity be paid.

(ii) That the resignation of Richard McQueen, Secondary School Vice-Principal, for the purpose of retirement, effective 1993 06 30, be accepted with regret and that the Board's gratuity be paid.

(iii) That the resignations of the following teachers for the purpose of retirement, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Marlene Dunham (E), 1992 12 31
Mervyn Jobity (S), 1993 01 31
Sarah Scott (E), 1992 12 31
James Simpson (S), 1993 06 30
John V. Weingartner (S), 1993 06 30

7. LEAVING EMPLOYMENT

(a) That the date for the following teachers to leave the employ of the Board be approved:

Gylaine Fortin (E), 1992 12 31
John Lowry (S), 1992 12 31

8. LEAVES

Leave of Absence

(a) That the requests of the following teachers for Leaves of Absence, effective as shown, be granted:

Constance Hall (S), 1993 02 01 to 1993 04 30
Marjorie Steele (E), 1993 01 01 to 1993 08 31
Brenda Wisborg (S), 1993 02 01 to 1993 05 30
Fern Zimmerman (E), 1992 11 04 to 1993 02 26

(b) That the request of the following staff for a Leave of Absence, effective as shown, be granted:

Carolle Shirley (Educational Assistant, Educational Assistant and Lunchroom Staff), 1992 09 14 to 1993 12 31
Marlene Winsor (Secretary, Clerical and Technical Staff), 1993 01 04 to 1993 07 09

Leave Extension

(a) That the requests of the following teachers for an extension of their Leave of Absence, effective as shown, be granted:

Laura Dowling (S), 1993 02 01 to 1994 01 31
Frances Figge (E), 1992 12 21 to 1993 08 31
Teresa Katerberg (E), 1993 01 18 to 1993 08 31
Marlene Weil (E), 1993 02 15 to 1993 08 31

Return from Leave of Absence

(a) That the following teachers be returned from Leave of Absence and assigned teaching duties, effective as shown, with salary according to the salary schedule:

Angela Garofalo (E), 1993 01 01
 Cynthia Lea (E), 1992 12 07
 Julie Warriner (E), 1993 01 01
 Michael Wilmot (E), 1993 01 01
 Christine Wilson (E), 1993 01 01 (.5)

9. OCCASIONAL STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Occasional Staff, effective as shown, with salary according to the salary schedule:

Katherine Black (E), 1992 10 09 to further notice
 Cynthia Capanella (E), 1992 10 13 to further notice
 Paul Duffy (S), 1992 11 11 to further notice
 Maureen Dwyer (S), 1992 11 03 to further notice
 Sharon Elliott (E), 1992 10 19 to 1992 12 18 (.5)
 Maria Fiore (E), 1992 11 09 to 1993 05 14
 Joan Harrower (E), 1992 10 19 to further notice (.5)
 Deborah Long, (E), 1992 10 13 to 1992 12 18
 Deborah Long (E), 1992 01 04 to 1993 06 29
 Elizabeth McQueen (E), 1992 11 02 to 1993 06 29
 Carol Minne (e), 1992 11 23 to 1992 12 18 (.8)
 Mary Lou Modica (E), 1992 10 19 to 1992 11 10
 Mark Moses (E), 1992 10 13 to further notice
 Carol Sindall (E), 1992 10 15 to 1992 11 13
 Pamela Stanton (E), 1992 10 13 to further notice
 Catherine Stewart (E), 1992 11 23 to 1992 12 19 (1.0)
 1993 01 04 to 1993 06 29 (.5)

10. OTHERS

(a) That the request of James Abbey to relinquish his position as Head of Department(Mathematics) and return to the position of Assistant Department Head (Mathematics), effective 1993 02 01 to 1994 08 31, be granted.

Respectfully submitted,

K. A. Rielly,
 Director of Education
 and Secretary

kd

ADDED RECOMMENDATIONS

ELEMENTARY/SECONDARY

1. PROBATIONARY STAFF APPOINTMENTS

(a)

Sharon Crechiola (E)
Cynthia Goodridge (E)
Cherilyn Moses (E)
Lisa Savage (E)
Pamela Toppan (E)
Kathryn Tuite (E)

(5.5 Replacement
.5 New Position)

(b) That the following Lunchroom Assistant be appointed to the Probationary Educational and Lunchroom Assistant Staff, effective as shown, with salary according to the Collective Agreement:

Elizabeth Bailey, 1992 12 10
(Replacement - Contract Compliance)

5. TIMETABLE CHANGES

(a)

Anita Ridderstap (E), .5 to 1.0 , 1993 01 01
(.5 New Position)

6. RETIREMENTS

(a) (iii)

Junc Outram (E), 1992 11 30

8. LEAVES

Leave of Absence

(a)

Flora Tzaras (E), 1993 01 01 to 1993 04 30

Return from Leave of Absence

(a)

Allison Montgomery (E), .5, 1993 01 29

Education Centre,
100 Main Street West,
Hamilton, Ontario.
1992 12 10

To the Chairman and Members,
Personnel and Organization Committee,
Hamilton Board of Education.

Ladies and Gentlemen:

Re: Report on Class Size Statistics, Elementary Panel as of September 30, 1992

Attached is a report on class size statistics for the Elementary Panel as of September 30, 1992, including:

- historical averages, Grades 1 - 8 and Special Education
- sizes of elementary classes by grade
- average class sizes by program
- adjustments as of October, 1992 (Junior Kindergarten and Special Education class sizes)
- listing of large and small classes
- number of split grade classes, historical review.

Recommendation:

That this report be received for information.

Prepared by: O. A. Jackson,
Supervisor, Research Services.

Submitted by: A. L. Stockwell, Associate Director,
D. B. Sinclair, Superintendent of Human Resources.

Approved by: K. A. Rielly,
Director of Education and Secretary.

ELEMENTARY SCHOOL AVERAGE CLASS SIZE
DATA AS OF SEPTEMBER 30, EACH YEAR

YEAR	JR KGN	KGN	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	SP ED	GLD	GFTD	GRADES 1 - 8
1973-74	17.6	21.8	24.2	28.5	28.9	29.9	30.3	31.0	30.6	29.3	7.0	12.9		29.06
1974-75	18.3	22.7	24.0	28.1	28.5	29.4	30.0	30.1	30.8	29.3	7.1	12.5		28.54
1975-76	18.7	20.9	23.7	26.5	27.5	28.3	28.5	30.1	29.3	29.1	7.3	12.3		27.76
1976-77	17.9	20.5	23.6	26.6	28.1	28.8	28.7	29.6	28.5	28.4	7.7	12.5		27.61
1977-78	18.2	20.9	23.7	26.8	27.8	28.3	28.6	28.1	28.7	28.7	7.3	12.7		27.47
1978-79	18.4	20.0	23.7	26.7	27.8	29.4	29.1	29.4	28.5	27.8	7.1	12.4		27.58
1979-80	18.5	20.2	23.9	26.8	27.7	28.6	29.0	29.0	28.6	27.2	7.3	11.9		27.44
1980-81	18.9	21.0	24.4	26.4	28.3	28.5	29.7	30.1	28.2	27.2	7.3	11.9		27.67
1981-82	18.4	19.7	23.9	26.5	27.3	28.7	29.4	29.6	28.2	27.7	7.2	11.7		27.51
1982-83	18.5	20.2	24.3	26.5	27.1	29.0	30.2	29.1	27.5	28.6	7.4	11.1		27.58
1983-84	17.8	19.8	23.8	25.8	27.0	27.3	27.8	28.9	28.4	27.5	7.5	9.8	19.8	26.87
1984-85	18.0	19.2	24.0	25.6	27.2	27.9	28.7	28.3	27.7	28.4	7.6	9.0	19.8	27.00
1985-86	18.0	19.7	24.2	25.4	26.6	28.0	28.5	27.1	28.3	26.3	7.1	9.5	17.9	26.62
1986-87	18.2	20.6	24.0	25.5	26.7	27.4	28.4	27.9	28.6	26.3	7.8	9.8	17.1	26.67
1987-88	17.5	20.6	24.2	25.2	26.0	26.7	27.2	26.8	27.0	28.0	7.5	9.8	16.9	26.20
1988-89	17.9	19.3	23.6	24.6	25.3	26.3	26.8	25.4	27.1	26.1	7.4	8.2	18.4	25.45
1989-90	17.6	19.2	21.9	22.8	24.0	25.1	26.0	25.0	25.8	24.1	7.1	8.2	19.2	24.11
1990-91	17.9	19.4	21.8	22.9	23.9	24.6	25.9	24.8	25.2	25.4	7.2	8.8	20.5	24.08
1991-92	17.4	20.0	22.1	23.3	23.7	24.6	25.7	25.2	24.5	25.8	7.5	10.4	19.1	24.15
1992-93	18.11	19.65	22.57	23.19	24.04	25.44	25.57	25.4	25.17	25.05	7.44	11.15	20.15	24.39

file:A:ACSSMRY

Research Services Department
Hamilton Board of Education
October 15, 1992
REVISED NOVEMBER 30, 1992

SIZES OF ELEMENTARY CLASSES BY GRADE: SEPTEMBER 30, 1992
CITY-WIDE

CLASS SIZE	JR KGN	KGN	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	GLD	SP ED	GFTD	TOTAL	CLASS SIZE
1												1		1	1
2											1			1	2
3											1	4		5	3
4												5		5	4
5												7		7	5
6												6		6	6
7												15		15	7
8	1										2	50		53	8
9												5		5	9
10											2	12		14	10
11	1										3	2		6	11
12	1	1									4			6	12
13	3	3									1		2	9	13
14	5	5									3			13	14
15	8	6						1			2		1	18	15
16	13	13		1		1	1			2	1		1	33	16
17	21	17	2	1	1		1		1	4			1	49	17
18	18	15	4	1	3				1	3			3	48	18
19	15	15	7	3	2			1	2	2				47	19
20	25	10	14	4	4	3		4	3	3				70	20
21	6	14	22	17	2	4		4	6	2				77	21
22	14	11	14	16	10	6	10	12	4	4				101	22
23	1	8	18	19	19	8	3	13	14	3			1	107	23
24		4	20	29	27	12	14	13	10	8			1	138	24
25		5	16	14	15	14	13	12	8	10			1	108	25
26		2	11	6	12	17	11	5	9	9				82	26
27		4	2	6	12	16	13	4	6	7				70	27
28		6	2	2	5	7	9	5	9	6				51	28
29				1	1	6	9	7	5	9				38	29
30						3	3	5	4	4				19	30
31							1	2	2	1			2	8	31
32						3	1	3	2	2				11	32
33									1	1				2	33
34								2	1					3	34
35														0	35
36								1		1				2	36
37								1						1	37
38														0	38
39														0	39
40														0	40
T. CLSS	132	139	132	120	113	100	90	94	88	81	20	107	13	1229	
T. PPLS	2391	2732	2979	2783	2716	2544	2301	2388	2215	2029	223	796	262	26359	
A. C. S.	18.11	19.65	22.57	23.19	24.04	25.44	25.57	25.40	25.17	25.05	11.15	7.44	20.15		

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ADJUSTMENT FOR E.A.S.L. CLASS OMITTED FROM TABLE.....

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TOTAL ENROLMENT: SEPTEMBER 30, 1992.....

26387

REVIEW OF AVERAGE CLASS SIZES BY PROGRAM: SEPTEMBER 30, 1992

1: CITY-WIDE														
	JRK	KGN	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	GLD	SP ED	GIFTED	TOTAL
ENROLMENT	2391	2732	2979	2783	2716	2544	2301	2388	2215	2029	223	796	262	26359
CLASSES	132	139	132	120	113	100	90	94	88	81	20	107	13	1229
A.C.S.	18.11	19.65	22.57	23.19	24.04	25.44	25.57	25.40	25.17	25.05	11.15	7.44	20.15	21.45
2: REGULAR PROGRAM EXCLUDING FRENCH IMMERSION AND COMPENSATORY PROGRAM														
	JRK	KGN	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	GLD	SP ED	GIFTED	TOTAL
ENROLMENT	1792	1941	2077	2020	1938	1868	1610	1759	1630	1550	102	616	262	19165
CLASSES	98	98	90	86	79	71	61	68	64	61	9	85	13	883
A.C.S.	18.29	19.81	23.08	23.49	24.53	26.31	26.39	25.87	25.47	25.41	11.33	7.25	20.15	21.70
3: COMPENSATORY PROGRAM ONLY														
	JRK	KGN	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	GLD	SP ED	GIFTED	TOTAL
ENROLMENT	599	568	681	598	604	511	472	464	437	332	121	180		5567
CLASSES	34	29	32	27	27	22	20	20	19	14	11	22		277
A.C.S.	17.62	19.59	21.28	22.15	22.37	23.23	23.60	23.20	23.00	23.71	11.00	8.18		20.10
A.C.S. BY DIVISION				21.90			23.34			23.30				
CONTRACT MAXIMUM A.C.S.				22.275			23.535			24.75				
4: FRENCH IMMERSION PROGRAM ONLY														
	JRK	KGN	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	GLD	SP ED	GIFTED	TOTAL
ENROLMENT		223	221	165	174	165	219	165	148	147				1627
CLASSES		12	10	7	7	7	9	6	5	6				69
A.C.S.		18.58	22.10	23.57	24.86	23.57	24.33	27.50	29.60	24.50				23.58
5: CITY-WIDE EXCLUDING COMPENSATORY PROGRAM (See Article 20.01, Part b)														
	JRK	KGN	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	GLD	SP ED	GIFTED	TOTAL
ENROLMENT	1792	2164	2298	2185	2112	2033	1829	1924	1778	1697	102	616	262	20792
CLASSES	98	110	100	93	86	78	70	74	69	67	9	85	13	952
A.C.S.	18.29	19.67	22.98	23.49	24.56	26.06	26.13	26.00	25.77	25.33	11.33	7.25	20.15	21.84
TOTAL STUDENTS BY DIVISION			6595			5786			3475					
TOTAL CLASSES BY DIVISION			279			222			136					
A.C.S. BY DIVISION			23.64			26.06			25.55					
CONTRACT MAXIMUM A.C.S.			24.75			26.15			27.50					

COMPARISONS OF JUNIOR KINDERGARTEN CLASS SIZES
SEPTEMBER 1992 COMPARED TO OCTOBER 1992

CLASS SIZE	SEP 30 1992	OCT 30 1992
1		
2		
3		
4		
5		
6		
7		
8	1	2
9		
10		
11	1	1
12	1	3
13	3	1
14	5	8
15	8	5
16	13	14
17	21	13
18	18	18
19	15	17
20	25	23
21	6	14
22	14	13
23	1	
NUMBER OF CLASSES	132	132
NUMBER OF STUDENTS	2391	2395
AVERAGE CLASS SIZE	18.11	18.14

COMPARISONS OF SPECIAL EDUCATION CLASS SIZES
SEPTEMBER 1992 COMPARED TO OCTOBER 1992

CLASS SIZE	GLD CLASSES		OTHER SP ED CLASSES	
	SEP 30 1992	OCT 30 1992	SEP 30 1992	OCT 30 1992
1			1	1
2	1			
3	1	2	4	4
4			5	4
5			7	8
6			6	7
7			15	12
8	2	2	50	52
9			5	6
10	2	1	12	12
11	3	4	2	1
12	4	4		
13	1			
14	3	4		
15	2	1		
16	1	2		
17				
18				
19				
20				
21				
22				
23				
NUMBER OF CLASSES	20	20	107	107
NUMBER OF STUDENTS	223	227	796	796
AVERAGE CLASS SIZE	11.15	11.35	7.44	7.44

LISTING OF LARGE CLASSES: SEPTEMBER 30, 1992

CLASSES OF 37

1. Burkholder, Gr 6

CLASSES OF 36

1. Burkholder, Gr 6
2. Lake Ave., Gr 8

CLASSES OF 34

1. Burkholder, Gr 6
2. Dalewood, Gr 6
3. Norwood Park, Gr 7

CLASSES OF 33

1. Glen Brae, Gr 8
2. Norwood Park, Gr 6

CLASSES OF 32

1. Dalewood, Gr 6
2. Glen Brae, Gr 8
3. Hampton, Gr 7
4. Hampton, Gr 7
5. James Macdonald, Gr 4
6. James Macdonald, Gr 5
7. Norwood, Gr 6
8. Norwood, Gr 6
9. Ryerson, Gr 8
10. W. H. Ballard, Gr 4
11. W. H. Ballard, Gr 4

LISTING OF SMALL CLASSES: SEPTEMBER 30, 1992

CLASSES OF 8

1. Fernwood Park, Jrk

CLASSES OF 11

1. Seneca, Jrk

CLASSES OF 12

1. Hillsdale, Jrk
2. King George, Jrk
3. Peace Memorial, Kgn

CLASSES OF 13

1. Dr. J. E. Davey, Jrk
2. Hillsdale, Jrk
3. Hillsdale, Kgn
4. James Macdonald, Kgn
5. James Macdonald, Kgn
6. Seneca, Jrk

CLASSES OF 14

1. George R. Allan, Kgn
2. Glen Echo, Kgn
3. Hillsdale, Kgn
4. King George, Kgn
5. Parkdale, Jrk
6. Parkdale, Kgn
7. Queensdale, Jrk
8. Queensdale, Jrk
9. Red Hill, Jrk
10. Sanford Ave, Kgn
11. Sherwood, Jrk

NOTES

- (1) The September 30 grade 6 classes of 37, 36 and 34 at Burkholder Drive School became classes of 29, 29, 25 and 25 in October, 1992.
- (2) The September 30 grade 8 class of 36 at Lake Avenue School became classes of 17 and 18 in October, 1992.

NUMBER OF SPLIT GRADE CLASSES (A TEN YEAR REVIEW)
DATA AS OF SEPTEMBER 30, EACH YEAR

TYPE OF CLASS	NUMBER OF CLASSES BY YEAR									
	1983-84	1984-85	1985-86	1986-87	1987-88	1988-89	1989-90	1990-91	1991-92	1992-93
GR 1	91	90	93	95	95	102	112	115	112	109
GR 1/2	41	44	41	42	46	42	47	39	45	39
GR 2	59	52	57	55	55	66	74	83	76	85
GR 2/3	41	41	37	42	39	43	40	35	47	42
GR 3	46	50	47	49	54	58	68	68	67	70
GR 3/4	42	38	37	32	35	35	35	41	35	34
GR 4	40	44	45	47	44	47	53	61	60	57
GR 4/5	49	33	37	35	41	44	41	38	44	52
GR 5	50	58	56	57	58	57	63	66	71	63
GR 5/6	10	5	6	6	5	5	6	7	2	2
GR 6	80	79	80	78	81	84	84	85	90	92
GR 6/7	1	8	2	3	2	1	3	1	1	1
GR 7	86	76	77	72	79	78	81	83	87	85
GR 7/8	3	3	7	5	6	4	4	7	3	1
GR 8	85	80	78	78	71	76	79	77	76	80
TOTAL CLASSES	724	701	700	696	711	742	790	806	816	812
SPLIT G TOTAL	187	172	167	165	174	174	176	168	177	171
% SPLIT CLASSES	25.83%	24.54%	23.86%	23.71%	24.47%	23.45%	22.28%	20.84%	21.69%	21.06%

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